Civil Aviation Authority

Payment of ATOL Renewal Fees

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Finance Department
Civil Aviation Authority
Aviation House
Gatwick Airport South
Crawley
RH6 0YR

Service User Number

6	9	6	8	5	5

FOR CAA OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Mandate Ref:

Received:

Entered by: …… Date: …… Checked by: ……

Name(s) of Account Holder(s)

Bank / Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference – enter ATOL Licence number

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Instruction to your Bank or Building Society
Please pay the Civil Aviation Authority Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Civil Aviation Authority and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Civil Aviation Authority will notify you five working days in advance of your account being debited or as otherwise agreed. If you request the Civil Aviation Authority to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Civil Aviation Authority or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when the Civil Aviation Authority asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.