



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

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

**FREEPOST RL TZ-YRAY-TGHZ,
Chamber of Commerce,
Severn House,
Prescott Drive,
Worcester,
WR4 9NE**

Service user number:

830905

Name(s) of account holder(s)

Reference:

H & W CHAMBER

Bank or Building Society account number:

Branch sort code:

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

Please pay Herefordshire and Worcestershire Chamber of Commerce 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 Herefordshire and Worcestershire Chamber of Commerce and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager:	Bank/Building
Society	
Address:	
Postcode:	

Signature(s):
Date:

Bank and Building Societies may not accept Direct Debit instructions for 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 of frequency of your Direct Debit Herefordshire and Worcestershire Chamber of Commerce will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Herefordshire and Worcestershire Chamber of Commerce to collect 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 Herefordshire and Worcestershire Chamber of Commerce 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 Herefordshire and Worcestershire Chamber of Commerce 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.