

# Instruction to your Bank to pay Direct Debits



Originators Identification Number

--	--	--	--	--	--

(office use only)

Originators Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Office Use Only)

Please complete parts 1 to 9 to instruct your Bank to make payments directly from your account.

Then return this form to:- **JCWGVA, 5 Kestrel Way, Carisbrooke, Newport, Isle of Wight. PO30 5GR.** Thank you.

Please use capital letters:

1. To: The Manager,

Bank: \_\_\_\_\_

Please write the full postal address and postcode of your bank in the space provided.

Branch: \_\_\_\_\_

Address : \_\_\_\_\_

Banks may refuse to pay Direct Debits from some types of account.

\_\_\_\_\_

\_\_\_\_\_

2. Name of Account Holder: \_\_\_\_\_

3. Address of Account Holder: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Bank Sort Code:

			–			–		
--	--	--	---	--	--	---	--	--

5. Bank Account Number:

--	--	--	--	--	--	--	--	--

6. Amount (in words)

\_\_\_\_\_

7. Start date (at least 2 weeks from now)

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

8. Frequency

MONTH / QUARTER / YEAR (delete as appropriate)

9. Your instructions to the Bank, and your Signature(s):

- I instruct you to pay Direct Debits from my account at the request of **JCWGVA**.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also so notify **JCWGVA** of such cancellation.

## The Direct Debit Guarantee

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
- Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank of the amount so charged.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.

Signature(s): \_\_\_\_\_

Date: 

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

\_\_\_\_\_