

## UPDATE YOUR DETAILS

Full Name:

Employee no/ID:  NI no:

Home email address:

Home address:

Mobile tel:  Work tel:

Workplace:  Weekly working hours:

## DATA PROTECTION

We want to make sure that the information we hold on your membership record is kept regularly up to date. This helps us to focus our communications so that we contact you on issues that directly affect you.

We can keep your details up to date by a monthly exchange with your employer. If you are happy for this to happen, please tick the 'Yes' box and sign and date the form under the statement below.

***Do you agree to your details from our membership database being included in data exchanges between Accord and Lloyds Banking Group? If your details are included, we will be able to ensure that our membership database is kept up to date of any changes without you having to notify us as well as your employer. If you do not agree, it is your responsibility to update Accord of any changes.***

**PLEASE TICK THE APPROPRIATE BOX BELOW**

Yes I am happy to be included in the data exchange

No I do not wish to be included in the data exchange

PRINT NAME: .....

SIGNATURE: .....

DATE: .....

## DIRECT DEBIT MANDATE ON BACK....



[www.accord-myunion.org](http://www.accord-myunion.org)

[@info@accordhq.org](mailto:info@accordhq.org)

## Instruction to your bank or building society to pay by Direct Debit

Please fill in the form below and send it to:

Freepost ACCORD UNION

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 (Office Use Only):

Service user number:

9 7 4 0 6 7

**FOR ACCORD OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.

Name:

Employee number/ID:

Address:

  
  
  
  


**Instruction to your bank or building society**

Please pay Accord Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Accord 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 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 or frequency of your Direct Debit Accord will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Accord 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 Accord 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 Accord 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.