

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



SERVICE USER NUMBER:

9 7 4 0 6 7

REFERENCE:

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

Please fill in the form below and send it to:
Freepost ACCORD UNION

Full name:

Staff ID number:

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 or Building Society
-----------------	--------------------------

Address

Postcode

Instruction to your Bank or Building Society

Please pay Accord 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 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.