



**DIOCESE of**  
**WINCHESTER**

# 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:

Winchester Diocesan Board of Finance
Diocesan Office
Old Alresford Place
Old Alresford
Hants
SO24 9DH

**Originator's Identification Number**

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**Name(s) of Account Holder(s)**


**Reference Number**

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**Bank/Building Society account number**

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**Branch Sort Code**

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**Instruction to your Bank or Building Society**

Please pay Winchester Diocesan Board of Finance 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 Winchester Diocesan Board of Finance 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


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 Winchester Diocesan Board of Finance will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Winchester Diocesan Board of Finance 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 Winchester Diocesan Board of Finance 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 Winchester Diocesan Board of Finance 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.

