



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

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 (For office use only)

**SAFE AND SOUND DERBY**

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

Safe & Sound Derby  
PO Box 7077  
Derby  
DE1 0AL

### Instruction to your bank or building society

Please pay Safe & Sound Derby 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 Safe & Sound Derby and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Total amount      Monthly/annually?      Start date (1<sup>st</sup> day of..)

DDI1

Banks and Building Societies may not accept direct debits 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 DirectDebits
- If there are any changes to the amount, date or frequency of your Direct Debit Safe & Sound Derby will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Safe & Sound Derby 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 Safe & Sound Derby 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 Safe & Sound Derby 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.