

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

Durham Business Group Ltd MILE House Bridge End Chester-le-Street Co. Durham DH3 3RA

Instructions to your Bank or Building Society To pay by Direct Debit

Service User Number

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Name(s) of Account Holder(s)

For Durham Business Group Ltd. OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Bank/Building Society Account Number

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Branch Sort Code

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Instructions to your Bank/Building Society

Please pay Durham Business Group Ltd. Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Post Code	

I understand that this instruction may remain with Durham Business Group Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature
Date

Reference

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Banks and Building Societies may not accept Direct Debit Instructions for some type 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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your Bank or Building Society.
- If the amounts to be paid or the payment dates change, Durham Business Club, will be notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Durham Business Club or your Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to us.