



Instruction to your Bank or Building Society to pay Direct Debits



Service User Number (SUN)

4 1 9 3 9 6

Ref: Radlett

Please complete this form and return it to:

Radlett Lawn Tennis & Squash Club, 425 Watling Street, Radlett, Herts WD7 7JG

Name and full postal address of your Bank or Building Society branch

To: The Manager \_\_\_\_\_ Bank/Building Society

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Name(s) of account holder(s)

\_\_\_\_\_

Account Number

\_\_\_\_\_

Sort Code

\_\_\_\_

Instruction to your Bank or Building Society

Please pay Direct Debits from my account at the request of Radlett Lawn Tennis & Squash Club.

- The amounts are variable and may be debited on various dates.
I understand that Radlett Lawn Tennis & Squash Club may change the amounts and dates only after giving me prior notice.
I will inform the Bank/Building Society in writing if I wish to cancel this instruction.
I understand that if any Direct Debit is paid which breaks the term of this instruction, the Bank/Building Society will make a refund.

Signature(s) .....

.....

Date .....

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account
No acknowledgement required



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 Radlett Lawn Tennis & Squash Club will notify you 10 days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by Radlett Lawn Tennis & Squash Club 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 Radlett Lawn Tennis & Squash Club 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.