



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

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

Ely Diocesan Board of Finance  
Diocesan Office  
Etheldreda House  
206 Wellington Road  
Lancaster Way Business Park  
Ely  
CB6 3NX

**Originator's Identification Number**

7	2	8	6	8	5
---	---	---	---	---	---

Name of Account holder


Bank/Building Society account number

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

Branch Sort Code

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

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

To: Manager	Bank/Building Society
Address	
Postcode	

**Ely DBF Reference number - for office use only**

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

Please complete the details below:

The Parish of \_\_\_\_\_ would like to pay its Ministry Share by Direct Debit. We understand that this will be collected from our bank account in ten instalments on or shortly after the 17th of each month from February to November.

Please tick **one** box below and insert the figures where required.

- We should like to pay our full Ministry Share of £ \_\_\_\_\_ by Direct Debit in ten instalments of £ \_\_\_\_\_
- We should like to pay a total of £ \_\_\_\_\_ of our Ministry Share by Direct Debit in ten instalments of £ \_\_\_\_\_. We intend to pay the balance by cheque.

We understand that this instruction can be amended or cancelled by us at any time.

Signed

Date

**Instruction to your Bank or Building Society.** Please pay the Ely 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 Ely Diocesan Board of Finance and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts

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 Ely Diocesan Board of Finance will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Ely 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 Ely 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 Ely 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.