



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to: Lichfield Diocesan Board of Finance Inc., St Mary's House, The Close, Lichfield, Staffs, WS13 7LD

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

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Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay Lichfield Diocesan Board of Finance Inc. 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 Lichfield Diocesan Board of Finance Inc. and if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Reference

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Signatures
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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This is not part of the Instruction to your Bank or Building Society and must be detached by Lichfield Diocesan Board of Finance Inc. before submission to the Paying Bank.

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 own Bank or Building Society.
- If the amounts to be paid or the payment dates change Lichfield Diocesan Board of Finance Inc. will notify you 28 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Lichfield Diocesan Board of Finance Inc. or your Bank or 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 your letter to us.