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

WAKEFIELD HOSPICE
SHARING THE CARE IN THE COMMUNITY

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

Wakefield Hospice
Aberford Road
Wakefield
West Yorkshire
WF1 4TS

Service user number

1	7	4	0	7	2

FOR WAKEFIELD HOSPICE OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Wakefield Hospice will take payments on the first working day of every month.

Please pay Wakefield Hospice
£_____ (insert amount)
to be taken each month / annually
(please delete).

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

Instruction to your bank or building society
Please pay Wakefield Hospice 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 Wakefield Hospice and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI1

Banks and building societies may not accept Direct Debit Instructions for 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 Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Wakefield Hospice will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wakefield Hospice 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 Wakefield Hospice 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 Wakefield Hospice 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.