



# 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:

St Albans Diocesan Board of Finance  
Holywell Lodge  
41 Holywell Hill  
St Albans  
Hertfordshire  
AL1 1HE

**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

**Service user number**

**Reference**

FOR ST ALBANS DIOCESAN BOARD OF FINANCE OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**Instruction to your bank or building society**  
Please pay ST ALBANS 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 ST ALBANS DIOCESAN BOARD OF FINANCE and, if so, details will be passed electronically to my bank/building society.

Signature(s)  
  
  
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

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**Name and full postal address of your bank or building society**  
To: The Manager Bank/building society  
  
Address  
  
  
Postcode

With immediate effect, please cancel my/our standing order authority payable to ST ALBANS DIOCESAN BOARD OF FINANCE under:

**Account reference No.**

**Name(s) of account holder(s)**

## Standing Order Cancellation

**Branch sort code**

**Bank/building society account number**

Signature(s)  
  
  
Date

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 ST ALBANS DIOCESAN BOARD OF FINANCE will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request ST ALBANS 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 ST ALBANS 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 ST ALBANS 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.