



Service User Number (SUN)

4 1 9 3 9 6

## Instruction to your Bank or Building Society to pay Direct Debits



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

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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 you request Radlett Lawn Tennis & Squash Club 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 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.