

because you matter



# St Nicholas Hospice Care

A Registered Charity No. 287773

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

Please fill in the whole form, including the OFFICIAL USE ONLY box opposite, using a ball point pen and send it to:

St Nicholas Hospice (Suffolk) Ltd  
Hardwick Lane  
Bury St Edmunds  
Suffolk  
IP33 2QY

Service User Number

<b>4</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>8</b>
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**FOR ST NICHOLAS HOSPICE (SUFFOLK) LTD OFFICIAL USE ONLY**  
This is not part of the Instruction to your bank or building society

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Email \_\_\_\_\_

I would like to give £ \_\_\_\_\_ per month for \_\_\_\_\_ months commencing on: 5<sup>th</sup> / 25<sup>th</sup> (delete as required) of (1<sup>st</sup> payment) \_\_\_\_\_ (month) \_\_\_\_\_ (year) and finishing on: (last payment) \_\_\_\_\_

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**Society**

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date



**Reference (for office use only)**

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Banks and Building Societies may not accept Direct Debits 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, St Nicholas Hospice (Suffolk) Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Nicholas Hospice (Suffolk) Ltd 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 Nicholas Hospice (Suffolk) Ltd, or by 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 Nicholas Hospice (Suffolk) Ltd 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.