



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

Name(s) of Account Holder(s)

\_\_\_\_\_

\_\_\_\_\_

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

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Address

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Postcode

Reference (for office use only)

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

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

Service User Number

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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) \_\_\_\_\_

## Instruction to your Bank or Building Society

Please pay St Nicholas Hospice (Suffolk) Ltd 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 Nicholas Hospice (Suffolk) Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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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 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.