



WATFORD & WEST HERTS
CHAMBER OF COMMERCE

Instructions to your Bank or Building Society to pay by Direct Debit



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

Watford & West Herts Chamber of Commerce
PO Box 2117
Watford
Hertfordshire
WD17 1UZ

Originator's Identification Number

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Reference number

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Instructions to your Bank or Building Society

Name(s) of Account Holder(s)

Bank/Building Society account number

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Bank/Building Society sort code number

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Please pay Watford & West Herts Chamber of Commerce Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this may remain with Watford & West Herts Chamber of Commerce and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

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

----- Please cut & retain Guarantee-----✂-----

The Direct Debit Guarantee



- This Guarantee is offered by all the Banks and Building Societies that take part in the Direct Debit Scheme.
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Watford & West Herts Chamber of Commerce will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Watford & West Herts Chamber of Commerce or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.