



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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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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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instructions to your Bank or Building Society

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.

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



- The 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 Watford & West Herts Chamber of Commerce will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Watford & West Herts Chamber of Commerce to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your direct Debit by Watford & West Herts Chamber of Commerce 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 received a refund you are not entitled to, you must pay it back when Watford & West Herts Chamber of Commerce 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.