





# DIRECT DEBIT INSTRUCTION – Social Care Association

Updated August 2010

## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and send it to:

Social Care Association
350 West Barnes Lane
Motspur Park, New Malden
Surrey KT3 6NB

Originator's Identification Number:

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Reference Number (for office use):

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Name(s) of Account Holder(s):


### Instruction to your Bank or Building Society

- I instruct you to pay Direct Debits from my account at the request of Social Care Association.
- The amounts are variable and may be debited on various dates.
- I understand that Social Care Association may change the amounts and dates only after giving me prior notice.
- **Please cancel ALL previous Standing Order / Direct Debiting instructions in favour of Social Care Association.**
- 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 terms of this instruction, the Bank/Building society will make a full refund.

Branch Sort Code:

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Bank/Building Society account:

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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.

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 Social Care Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Social Care Association 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 Social Care Association 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 Social Care Association 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.