Black Country Chamber of Commerce

Belong Connect Communicate

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

DIRECT Debit

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

Black Country Chamber of Commerce & Industry
Creative Industries Centre
Wolverhampton Science Park
Wolverhampton
West Midlands
WV10 9TG

Originators Identification Number

4	1	1	7	4	1

Reference Number

Account Name as it appears on your bank statement

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society

Please pay Black Country Chamber of Commerce & Industry 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 Black Country Chamber of Commerce & Industry 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

Black Country Chamber of Commerce & Industry (limited by guarantee)

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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, Black Country Chamber of Commerce & Industry will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Black Country Chamber of Commerce & Industry 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 Black Country Chamber of Commerce & Industry 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 Black Country Chamber of Commerce & Industry 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.