



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



Please fill in the whole form and send it to:

The Beadworkers Guild, PO Box 11288, Newark, NG24 9RT.

Service User Number

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Name(s) of Account Holder (s)

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Reference

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Bank/Building Society account number

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Instruction to your Bank or Building Society

Please pay L&Z Re **Beadworkers Guild**. 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 L&Z Re **Beadworkers Guild** and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

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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

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 L&Z re **Beadworkers Guild** will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request L&Z re **Beadworkers Guild** 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 L&Z re **Beadworkers Guild** 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 L&Z re **Beadworkers Guild** 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.



The Beadworkers Guild,
 PO Box 11288,
 Newark, NG24 9RT
 Tel: 07837 649712 E-mail: enquiries@beadworkersguild.com

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