



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

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

Derbyshire Building Society  
Duffield Hall  
Duffield  
Derby  
DE56 1AG

**Originator's Identification Number**

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**Name(s) of Account Holder(s)**

\_\_\_\_\_  
\_\_\_\_\_

**Bank / Building Society account number**

\_\_\_\_\_

**Branch Sort Code**

\_\_\_\_\_

**Name and full address of your Bank or Building Society**

To: The Manager Bank/Building Society

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

FOR DERBYSHIRE BUILDING SOCIETY OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

**Instruction to your Bank or Building Society**

Please pay Derbyshire Building Society 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 Derbyshire Building Society and, if so, details will be Passed electronically to my Bank/Building Society.

Signature(s)

\_\_\_\_\_

Date

\_\_\_\_\_

**Official use only**

\_\_\_\_\_

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

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**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 Derbyshire Building Society will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Derbyshire Building Society 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 Derbyshire Building Society or your bank or building society, you are entitled 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 Derbyshire Building Society 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.