

# 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:

The Truro Diocesan Board of Finance Ltd  
Old Cathedral School  
Cathedral Close  
Truro  
TR1 2FQ

Originator's Identification Number

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FOR The Truro Diocesan Board of Finance Ltd OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)


Bank/Building Society account number

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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	

**Instruction to your Bank or Building Society**

Please pay The Truro Diocesan Board of Finance Ltd 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 The Truro Diocesan Board of Finance Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number

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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 Debit..
- If there are any changes to the amount, date or frequency of your Direct Debit The Truro Diocesan Board Of Finance Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Truro Diocesan Board Of Finance Ltd 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, The Truro Diocesan Board Of Finance Ltd 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 The Truro Diocesan Board Of Finance Ltd asks you to.
- You can cancel a Direct Debit at any time by contacting your Bank or Building Society, Written confirmation may be required. Please also send a copy of your letter to us.