



## Instruction to your bank or building society to pay by Direct Debit

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

Finance Department Oxford Diocesan Board of Finance Church House Oxford Langford Locks Kidlington Oxford OX5 1GF

| Name(s) of account h                 | Re                        | Reference                               |                           |   |                                       |                                  |                                 |                              |
|--------------------------------------|---------------------------|---|---------------------------|---|---------------------------------------|----------------------------------|---------------------------------|------------------------------|
| Bank/building society                | y account number          |   | Ple<br>acc<br>the<br>with | etructic<br>ease par<br>count d<br>Direct<br>h Oxfor<br>ctronic | y Oxfo<br>etailed<br>Debit<br>rd Diod | ord D<br>d in th<br>Gua<br>cesar | ioce<br>nis Ir<br>rante<br>n Bo | san<br>nstru<br>ee. I<br>ard |
| Name and full postal To: The Manager | address of your bank or b | puilding society  Bank/building society | ]                         |   |                                       |                                  |                                 |                              |
| Address                              |                           |   | Siç                       | gnature(  | s)                                    |                                  |                                 |                              |
|                                      | Postcode                  | )                                       | Da                        | te  |                                       |                                  |                                 |                              |

| UC. | VICC | usc |   |   | ٠. |   |   |   |   |   |   |  |  |  |
|-----|------|-----|---|---|----|---|---|---|---|---|---|--|--|--|
| 2   | )    | 9   | ) | 5 | )  | 0 | ) | 6 | ) | 7 | • |  |  |  |
| Ref | erer | ice |   |   |    |   |   |   |   |   |   |  |  |  |
|     |      |     |   |   |    |   |   |   |   |   |   |  |  |  |

building society

rvice user number

Board of Finance Direct Debits from the iction subject to the safeguards assured by understand that this Instruction may remain of Finance and, if so, details will be passed lding society.

| Signature(s) |  |  |
|--------------|--|--|
|              |  |  |
|              |  |  |
|              |  |  |
| Date         |  |  |
|              |  |  |

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI2

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 Oxford Diocesan Board of Finance will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Oxford Diocesan Board of Finance 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 Oxford Diocesan Board of Finance 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 Oxford Diocesan Board of Finance 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.