

# 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:

**ACEVO**  
150 Fenchurch Street, 4th Floor  
London  
EC3M 6BB

Originator's Identification Number

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FOR ACEVO OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

ACEVO Member Name

Name(s) of Account Holder(s)

  

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	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode

## Instruction to your Bank or Building Society

Please pay GC re ACEVO 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 GC re ACEVO and, if so, details will be passed electronically to my bank/building society.

Signatures

Date

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

DDI1

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 GC re ACEVO will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GC re ACEVO 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 GC re ACEVO 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 GC re ACEVO 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.