



# 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:

**Burton Tennis & Squash Club**  
Ashby Road  
Burton On Trent  
Staffordshire  
DE15 0LQ

Originator's Identification Number

6 2 8 1 3 6

FOR BURTON TENNIS & SQUASH CLUB 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

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Branch Sort Code

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

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 BURTON TENNIS & SQUASH CLUB 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 BURTON TENNIS & SQUASH CLUB and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)  
\_\_\_\_\_  
\_\_\_\_\_  
Date  
\_\_\_\_\_

Reference Number

B U R T O N T E N N I S \_\_\_\_\_

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

DD11

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 Burton Tennis & Squash Club will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Burton Tennis & Squash Club 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 Burton Tennis & Squash Club 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 Burton Tennis & Squash Club 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.