



Grampian Credit Union Ltd

Please fill in the whole form and send it to: Grampian Credit Union Ltd, 250 Union Street, Aberdeen, AB10 1TN.

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



Service User Number

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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 Grampian Credit Union 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 Grampian Credit Union Ltd and if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Reference

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Signatures
Date

DDI4
Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your Bank or Building Society and must be detached by Grampian Credit Union Ltd before submission to the Paying Bank.

Payment of (amount) £_____ to be debited from my account on (PLEASE SEE OPTIONS BELOW):

- * Monday of each week
- * Friday of each week
- * 1ST of each month
- * 18th of each month
- * Last working day of each month

If you are not the named bank account holder above, please provide the name and address of the account holder

Name of above Bank Account Holder:

Address of Bank Account Holder:

 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 Grampian Credit Union Ltd will notify you at least 5 working days in advance of your account being debited or as otherwise agreed. If you request Grampian Credit Union 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, by Grampian Credit Union 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 Grampian Credit Union Ltd 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.