



# Instruction to your Bank to Pay Direct Debits

Originators Identification No. (OIN)									
---	--	--	--	--	--	--	--	--	--

Originators Reference (Max 18 Chars) <i>First 6 (minimum) must be static</i> This must be included in your first Presentation	
---	--

Please complete parts 1 to 4 to instruct your bank to make payments directly from your account. Then return the form to:

Gonzaga Union, Gonzaga College, Sandford Rd., D.6

1. Please write the name and full address of your Bank & Branch:

Bank:
Branch:

2. Name of Account Holder:

--

3. Sort Code & Account number

Sort Code			-			-		
Account No.								

4. Your Instruction to your Bank, and your Signature (Membership from 01 July 06 €50 per annum)

- I instruct you to pay Direct Debits from my account at the request of **Gonzaga Union from the 1<sup>st</sup> Day of \_\_\_\_\_ 200\_**
- I confirm that the amounts to be debited are variable and may be debited on various dates
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also so notify **Gonzaga Union** of such cancellation

**The Direct Debit Guarantee:**

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which all Banks and Originators of Direct Debits participate
- If you authorise payment by Direct Debit, then:
  - Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
  - Your Bank will accept and pay such debits, provided that your account has sufficient available funds
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank of the amount so charged
- You can cancel the Direct Debit in good time by writing to your Bank

Signature(s): ...../.....

Date: ...../...../.....