

## 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:

Orphans in Need  
Windsor House  
10 Manchester Road  
Bradford  
BD5 0QH

Name(s) of Account Holder(s)


Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Reference Number

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Service user number

2	5	6	1	8	9
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FOR ORPHANS IN NEED OFFICIAL USE ONLY

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

### Instruction to your Bank or Building Society

Please pay Orphans in Need 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 Orphans in Need and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)
Telephone Number
Date

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

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 Orphans in Need will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Orphans in Need 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 Orphans in Need 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 Orphans in Need 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.