



Please fill in the whole form, excluding official use box, using a ball point pen and send to:

**WIJ Secretariat**

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

Originator's Identification Number

9	7	4	1	2	5
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Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**FOR WIJ 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 WIJ Direct Debits from the accounts detailed in this instruction subject to the safeguards assured by the Direct debit Guarantee. I understand that this instruction may remain with WIJ and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Reference number

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

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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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society

If the amount to be paid or the payment dates change WIJ will notify you normally 10 working days in advance of your account being debited or as otherwise agreed

If an error is made by WIJ or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid

You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to the organisation.