



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

Please fill in the whole form using a ballpoint pen and send it to: Service User Number 2 1 7 8 The Walcote Practice **Southgate Chambers** For FastPay Ltd Re Walcote Health Ltd 37/39 Southgate Street t/a The Walcote Practice Official Use Only This is not part of the instruction to your Bank or Building Society Winchester Dear Customer: Please Complete Below for Our Records **SO23 9EH** Name: Address: Name(s) of Account Holder(s) Postcode: Phone: Email: Bank or Building Society account number is to be collected on the 15<sup>th</sup> of each month **Branch Sort Code** Instruction to your Bank or Building Society Please pay FastPay Ltd Re Walcote Health Ltd t/a The Walcote Practice Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. Name and full postal address of your Bank or I understand that this instruction may remain with FastPay Ltd Re **Building Society** Walcote Health Ltd t/a The Walcote Practice and, if so, details will be passed electronically to my Bank/Building Society. To The Manager: Signature(s) \_\_\_\_\_ Bank/Building Society Address: Postcode Date Reference Number 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, FastPay Ltd Re Walcote Health Ltd t/a The Walcote Practice will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re Walcote Health Ltd t/a The Walcote Practice 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 FastPay Ltd Re Walcote Health Ltd t/a The Walcote Practice 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 FastPay Ltd Re Walcote Health Ltd t/a The Walcote Practice 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.