



# Instruction to your bank or building society to pay by Direct Debit

Please read the notes before completing this mandate and then fill in the whole form in block capitals using a ball point pen & send to:

**SLC Administrative Secretary**  
**The Old Rectory**  
**Church Lane**  
**Thornby**  
**NN6 8SN**

Service user number

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Name(s) of account holder(s)


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	

Member's Name

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## NOTES

1. You can pay your annual subscription by Direct Debit either as one payment or as 12 monthly payments. Please specify which in the box below \*
2. Once completed, please keep a copy and return this mandate to the Society. Please DO NOT send it to your bank.

### Instruction to your bank or building society

Please pay SLC 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 SLC and, if so, details will be passed electronically to my bank/building society.

Signature (s)

Date

### Society's Reference

\* I wish to pay - once a year  or each month   
(please cross one box)

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 SLC will notify you in advance of your account being debited or as otherwise agreed. If you request SLC 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 SLC 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 SLC 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.