

# Direct Debit Form

Please return this form to:

Open Doors UK & I, PO Box 6, Witney, OX29 6WG

T 01993 460015 E [contact@opendoorsuk.org](mailto:contact@opendoorsuk.org)

## My address details:

Mr/Mrs/Miss/Ms/Dr (please delete) Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

I would like to give: £

Every:  month  quarter  year

Starting on the:  1st  15th  25th of \_\_\_\_\_ Month \_\_\_\_\_ Year

Instruction to your Bank or Building Society to pay by Direct Debit. UK bank account only. Please fill in this form and return in the envelope provided to **Open Doors, PO Box 6, Witney, OX29 6WG.**



### Name and full postal address of Bank or Building Society

To: The Manager of

Bank/Building Society

Bank/Building Society Address

Postcode

Service User Number

Reference (office use only)

Please note: Banks and Building Societies may not accept Direct Debit instructions from some types of account.

Name(s) of account holder(s)

Bank/Building Society Account Number

Branch Sort Code

### Instruction to your Bank/Building Society

Please pay Open Doors 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 Open Doors and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date



**OpenDoors**

For office use only

## THE DIRECT DEBIT GUARANTEE:

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER.

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

