



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

Please fill in the whole form using a ball point pen.

Send this form back to:

Freepost – RRLY-EZLX-YJLK  
St Clare Hospice  
Hastingwood Road  
Hastingwood  
Essex  
CM17 9JX

Ref: WEB

Registered Charity No. 1063631

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 <span style="float: right;">Bank/building society</span>
Address
Postcode

Reference

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Service user number

4	3	4	7	5	9
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I would like to sponsor a St Clare Hospice nurse with a regular donation of £ \_\_\_\_\_

Please debit my Bank/Building Society account on 1<sup>st</sup> or 15<sup>th</sup>\* of every month.

**\*Please select your date**

**This is not part of the instruction to your bank/ building society**

Full name:  
Full address:

Postcode:  
Daytime tel: \_\_\_\_\_

Email: \_\_\_\_\_  
We will not share your details with any third parties.

Would you like to sign up to Gift Aid? Yes / No  
Have you received a verbal explanation about Gift Aid? Yes / No

**Instruction to your bank or building society**

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

Signature(s)
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, St Clare Hospice will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Clare Hospice 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 St Clare Hospice 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 St Clare Hospice asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.