

DIRECT DEBIT INSTRUCTION (DDI)

INSTRUCTION TO YOUR BANK TO PAY DIRECT DEBITS



Originators Identification No.(OIN)	3	0	6	6	8	6

Please complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to:- **National Lesbian & Gay Federation Ltd T/A GCN Unit 2 Scarlet Row, Essex Street West, Temple Bar, Dublin 8.**

Originators Reference (Max 18 chars)

Monthly Amount Date Commencing

Once off €500 Other Amount

1 Please write the name & full address of your bank & branch

Bank _____

Branch _____

2 Name of account holder

3 Sort Code

Account Number

4 Your instructions to the Bank, and your Signature

I instruct you to pay Direct Debits from my account at the request of **National Lesbian & Gay Federation Ltd**

I confirm that the amounts to be debited are variable and may be debited on various dates.

I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also so notify National Lesbian & Gay Federation Ltd of such cancellation.

THE DIRECT DEBIT GUARANTEE

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
Your Bank will accept and pay such debits, provided that your account has sufficient available funds
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank of the amount so charged.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank

Signature (s) _____ Date _____