



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

Please fill in the whole form using a ball point pen and send to:

Hallam Community & Youth Assocn.
C/o 62 Barncliffe Crescent
Sheffield
S10 4DD

Originator's Identification Number

8	3	8	3	1	9
---	---	---	---	---	---

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To the Manager _____
Bank/Building Society

Address: _____

Postcode: _____

For RSM2000 Ltd re: Hall Community & Youth Assocn. (Official Use Only)
This is not part of the instruction to your Bank/Building Society
Clients Own Reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Instruction to your Bank or Building Society
Please pay RSM2000 Ltd re Hallam Community & Youth Association Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

At the rate of £27/£22 annually
(Delete as appropriate)

I understand that this instruction may remain with RSM2000 Ltd re *Hallam Community & Youth Association*. and, if so details will be passed electronically to my Bank/Building Society:
Signature(s) _____

Date: _____

Reference (Office use only)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banks and Building Societies may NOT accept Direct Debit instructions for some types of account

DDI1

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, RSM 2000 Ltd re *Hallam Community & Youth Association* will notify you 10 working days in advance of your account being debited, or as otherwise agreed. If you request RSM 2000 Ltd re *Hallam Community & Youth Association* to collect a payment, confirmation of the amount and date will be given at the time of the request.
- If an error is made in the payment of your Direct Debit, by RSM 2000 Ltd re *Hallam Community & Youth Association* 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 RSM 2000 Ltd re *Hallam Community & Youth Association* asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be requested. Please also notify us.