

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

States of Guernsey Policy and Resources Committee - Customer Services

Please fill in the whole form including official use box using a black ball point open and send it to:

Customer Services Section Shared Transaction Services (Level 6) Policy and Resources Committee Sir Charles Frossard House La Charroterie St Peter Port Guernsey GY1 1FH
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Service User Number

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For States of Guernsey Policy and Resources Official Use Only (This is not part of the instruction to your bank or building society)

Name(s) of account holders

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Instruction to your bank or building society

Please pay The States of Guernsey Policy and Resources 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 The States of Guernsey Policy and Resources and, if so, details will be passed electronically to my bank/building society.

Bank or Building Society Account Number

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Branch Sort Code

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Name and Full postal address of your or building society.

To the Manager:
Bank/Building Society:
Address:
Post Code:

Signature(s):

Reference

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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 The States of Guernsey Policy and Resources will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The States of Guernsey Policy and Resources 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 The States of Guernsey Policy and Resources 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 The States of Guernsey Policy and Resources 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.