



# London Community Credit Union

## 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 it to:

London Community Credit Union Ltd,  
Direct Debit Collections Team  
473 Bethnal Green Road  
London  
E2 9QH

Service user number

2 8 2 6 5 4

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	

Reference

FOR LONDON COMMUNITY CREDIT UNION OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Membership No:

New  Amendment

First Payment Date:

Frequency:  Monthly  4 Weekly (Lunar)  
 2 Weekly (Fortnight)  Weekly

Payment Due Date:

Amount: £  Savings   
Loans   
Other

Payment End Date:  Until Further Notice (UFN)

Email Address has been confirmed with member?  YES  NO

### Instruction to your Bank or Building Society

Please pay London Community Credit Union 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 London Community Credit Union 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

DDI 1 5/15

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 London Community Credit Union will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request London Community Credit Union 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 London Community Credit Union 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 London Community Credit Union 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.