

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

Fife Sports and Leisure Trust Ltd
Music Institute
East Port
Dunfermline
Fife
KY12 7JA

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

Service user number

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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 FIFE SPORTS AND LEISURE TRUST LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your Bank or Building Society:

Please pay Fife Sports and Leisure Trust Ltd 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 Fife Sports and Leisure Trust Ltd 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.

✂ _____ DD11
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 Fife Sports and Leisure Trust Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Fife Sports and Leisure Trust Ltd 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 Fife Sports and Leisure Trust Ltd 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 Fife Sports and Leisure Trust Ltd 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.