



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

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

CCU Credit Union Ltd
62 Clonard Gardens
Belfast
BT13 2RJ

Service user number

5 3 0 0 1 1

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

Name(s) of account holder(s)

[Empty box for account holder name]

Bank/building society account number

[Empty box for account number]

Branch sort code

[Empty box for branch sort code]

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Instruction to your bank or building society

Please pay CCU Credit Union 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 CCU Credit Union Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Name and full postal address of your bank or building society

[Empty box for bank address]

Banks and building societies may not accept Direct Debit instructions for some types of accounts

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This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- The 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 (CCU Credit Union Ltd) will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request (CCU Credit Union 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 (CCU Credit Union 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 (CCU Credit Union 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 the organisation.



DIRECT DEBIT DISTRIBUTION INSTRUCTION

Member Number:

Total Value of Direct Debit £

Distribution

The value to be allocated against Loan & Interest £.....

The value to be deposited into Shares/Savings £.....

The value to be deposited into Instant Access Account £.....

Commencement Date:

Frequency: Weekly / Monthly / Fortnightly

FOR OFFICE USE ONLY

Have you verified **all of the members contact information** is correct and up to date?

Staff Signature:

Date: