

Direct Debit Instruction (DDI)

Instruction to your Bank to pay Direct Debits



**Wicklow & District
CHAMBER**
IN BUSINESS FOR BUSINESS



Originators Identification No.(OIN)

3 0 6 0 0 1

Please complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to:-

Wicklow & District Chamber, Wicklow Enterprise Park, The Murrough, Wicklow Town, Co. Wicklow

Originators Reference (Max 18 chars)

Wicklow Chamber

1 Please write the name & full address of your bank & branch)

Bank

Branch

2 Name of account holder

3 Sort Code

&

Account Number

		-			-		

4 Your instructions to the Bank, and your Signature

- I instruct you to pay Direct Debits from my account at the request of **Wicklow & District Chamber**.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also so notify **Wicklow & District Chamber** of such cancellation.

The Direct Debit Guarantee

- This is a guarantee provided by your own Bank as a member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
 - Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
 - Your Bank will accept and pay such debits, provided that your account has sufficient available funds
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank of the amount so charged.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank

Signature (s).....

Date