

## Section 14 - Direct Debit (This section MUST be completed)

### Instruction to your Bank or Building Society to pay by Direct Debit

1. Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

2. Name(s) of Account Holder(s)


3. Bank/Building Society account number

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4. Branch sort code

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Please fill in the whole form using a ball point pen and return it to:  
Monmouthshire Building Society, Monmouthshire House, John Frost  
Square, Newport, South Wales, NP20 1PX.

Originator's Identification Number

9	4	1	2	6	7
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Reference Number (office use only)

8	0	0	1	-										
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(This is not part of the instruction to your Bank or Building Society)

Preferred Payment Date (insert day between 1 and 28)

I/We wish to pay monthly on or just after this date.

#### Instruction to your Bank or Building Society

Please pay Monmouthshire Building Society 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 Monmouthshire Building Society 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**



Head Office:  
Monmouthshire House, John Frost Square,  
Newport NP20 1PX, South Wales.  
Tel: 01633 844 380

#### 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, Monmouthshire Building Society will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Monmouthshire Building Society 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 Monmouthshire Building Society 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 Monmouthshire Building Society 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.