

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

PLEASE COMPLETE SECTIONS 1 - 4 IN BLOCK CAPITALS USING A BALL POINT PEN - DO NOT STAPLE FORMS TOGETHER. PLEASE RETURN WITH YOUR COMPLETED APPLICATION FORM.



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


Originator's Identification Number

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2. Bank/Building Society account number

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Branch Sort Code

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

To: The Manager	Bank/Building Society
Address	

### Instruction to your Bank or Building Society

- I instruct you to pay Direct Debits from my account at the request of Elavon Financial Services Limited.
- 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 notify Elavon Financial Services Limited of such cancellation.

4. Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts



This guarantee should be detached and retained by the Payer.

### 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 amount 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.
  - You will be notified 14 days in advance of your account being debited.



Direct Debit Form

Republic of Ireland