



**St Oswald's Hospice  
Promotions Ltd**

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

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

**St Oswald's Hospice Promotions Ltd  
PO Box 15  
Newcastle upon Tyne  
NE3 1WT**

**Service User Number**

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**Name(s) of Account Holder(s)**


**Reference**

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**Bank/Building Society account number**

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**Branch Sort Code**

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**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 St Oswald's Hospice Promotions 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 St Oswald's Hospice Promotions 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

DD12

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 St Oswald's Hospice Promotions Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Oswald's Hospice Promotions 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 St Oswald's Hospice Promotions 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 St Oswald's Hospice Promotions 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.