

**STATES OF GUERNSEY TREASURY AND RESOURCES DEPARTMENT –
BEAU SEJOUR LEISURE CENTRE**

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:

Beau Sejour Leisure Centre
Amherst
St Peter Port
GUERNSEY
GY1 2DL

Tel: (01481) 747200

Service user number

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FOR THE STATES OF GUERNSEY TREASURY AND RESOURCES DEPARTMENT OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

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 The States of Guernsey Treasury and Resources Department 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 The States of Guernsey Treasury and Resources Department and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Membership reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 The States of Guernsey Treasury and Resources Department will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The States of Guernsey Treasury and Resources Department 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 The States of Guernsey Treasury and Resources Department 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 The States of Guernsey Treasury and Resources Department 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.