



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:

London City Mission
 175 Tower Bridge Road
 London
 SE1 2AH

Service user number

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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

Reference

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FOR THE LONDON CITY MISSION OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.
 PLEASE COMPLETE DETAILS BELOW

I would like to support the work of The London City Mission with a gift of £ _____

Monthly Quarterly Bi-Annually Annually

Starting: 1st or 15th of.....(month)

Personal details
 Name
 Address

Postcode:
 Telephone:

The London City Mission will not share your information with any other organisation.

Instruction to your bank or building society
 Please pay The London City Mission 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 London City Mission 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

DDWEB

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 London City Mission will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The London City Mission 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 The London City Mission 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 London City Mission 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.