**Instruction to your Bank or Building Society to Pay Direct Debit**

**Service User Number**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9 | 9 | 8 | 8 | 4 | 7 |

**Ref No.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

**Instruction to the Bank or Building Society**

Please pay National Hairdressers’ federation Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with National Hairdressers’ Federation, and if so, details will be passed electronically to my Bank/Building Society.

|  |
| --- |
| Please tick one of the boxes below to indicate the number of payments you wish to make across the year.  Annual (1) Monthly (10) |

|  |
| --- |
| Signature(s): |
|  |
| Date |

Please fill in the whole form including official use box using a ball point pen.

Return to: National Hairdressers’ Federation, FREEPOST NATE 970,

One Abbey Court, Fraser Road, Priory Business Park, Bedford,

MK443BR

**Name(s) of Account Holders**

|  |
| --- |
|  |
|  |

**Bank/Building Society Number**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Bank/Building Society Number**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Name and full postal address of your Bank or Building Society**

|  |  |
| --- | --- |
| To: The Manager | Bank/Building Society: |
| Address: | |
|  | |
|  | |
| Postcode: | |

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

****……………………………………………………………………………………………………………………………………………….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 National Hairdressers’ Federation will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the National Hairdressers’ Federation 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 National Hairdressers’ Federation 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 National Hairdressers’ Federation 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.