

Instructions 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 give it to your UNISON rep or steward or post to UNISON, FREEPOST (WC5652), London WC1H 9BR

Name and full postal address of your bank or building society

To the manager	Bank/building society
Address	
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<hr/>	
<hr/>	
Postcode	

Originator's identification number

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Reference number (for office use only do not complete)

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INFORMATION FOR UNISON USE ONLY This is not part of the instructions to your bank or building society

Name(s) of Account holder(s)

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Bank/building society account number

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Branch sort code

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Instruction to your bank or building society
Please pay UNISON 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 UNISON and, if so, details will be passed electronically to my bank/building society.

Signature(s)
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Date

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

THE DIRECT DEBIT GUARANTEE

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

