

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



Please complete parts 1 to 6 of this form and return to:

Redemptorist Publications	Alphonsus House	Chawton Alton	Hampshire	GU343HQ
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Name and FULL postal address of your Bank or Building Society Branch	Service user number 7 5 6 2 9 0
To:The Manager Bank or Building Society	0 0 0 0
Address	FOR REDEMPTORIST PUBLICATIONS OFFICIAL USE ONLY This is not part of the instruction to your bank or building society. 5. Redemptorist Publications Customer Number Your email address
Post Code 2. Name(s) of account holder(s)	6. Instruction to your Bank or Building Society Please pay Redemptorist Publications Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with Redemptorist Publications and, if so, details will be passed electronically to my bank/building society.
	Signature(s)
3. Branch sort code	
4 Dank on Duilding Conicts account number	Your Post Code
4. Bank or Building Society account number	Date
Banks and building societies may not ac	ccept 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, Redemptorist Publications will notify
 you 14 working days in advance of your account being debited or as otherwise agreed. If you request Redemptorist
 Publications 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 Redemptorist Publications 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 Redemptorist Publications 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 Redemptorist Publications.





Set up a Direct Debit and relax in the knowledge that your **Redemptorist Publications** bills will be settled without any hassle!

A Direct Debit is the *easiest way* to settle your account with **Redemptorist Publications**, no cheques to write and return, just fill in the coupon overleaf and we will do the rest!



How does it work?

You will be informed in writing, either by post or email, of the amount that will be collected from your account on or after the 14th of the month. If there are any changes to the amount, **Redemptorist Publications** will notify you in advance.

Does this cost me anything?

Most banks do not charge to set up Direct Debits and we certainly won't pass any costs on to you for this service.

What if I don't agree the amount?

There is plenty of time for you to check the balance and notify us of any discrepancies. In addition to the promises we make in the Direct Debit Guarantee shown overleaf, **Redemptorist Publications** prides itself on its friendly and efficient customer service, so we will take the time to help you sort out any issues should they ever occur.

What if I still have a query?

Our Customer Care staff will be more than happy to try and help you – just give us a call on 01420 88222.