

ELY DIOCESAN BOARD OF FINANCE

Payment of Parish Share by Direct Debit

If you would like to pay some or all of your Parish Share by Direct Debit, please complete the details below and the attached Direct Debit Authority and return them to

Dr Matthew Lavis
Ely Diocesan Board of Finance
Diocesan Office
Bishop Woodford House
Barton Road
ELY CB7 4DX

The Parish of _____ would like to pay its Parish Share by Direct Debit. We understand that this will be collected from our bank account in ten instalments on or shortly after the 17th of each month from February to November.

Please tick **one** box below and insert the figures where required.

We should like to pay our full Parish Share of £ _____ by Direct Debit in ten instalments of £ _____

We should like to pay a total of £ _____ of our Parish Share by Direct Debit in ten instalments of £ _____. We intend to pay the balance by cheque.

We understand that this instruction can be amended or cancelled by us at any time.

Signed _____

Date _____

Do not detach



Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the form and send it to The Ely Diocesan Board of Finance, Diocesan Office, Bishop Woodford House, Barton Road, Ely, CB7 4DX

Originator's Identification Number

7	2	8	6	8	5
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Ely DBF Reference number - for office use only

Name and full postal address of your Bank or Building Society

To: Manager, _____ Bank/ Building Society
Address _____
Postcode _____

Name of Account holder

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 the Ely Diocesan Board of Finance 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 Ely Diocesan Board of Finance and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)

Date _____

Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts

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The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society
- If the amounts to be paid or the payment dates change, you will normally be given 14 days notice by the Ely Diocesan Board of Finance so that you have time to query the bill if necessary.
- If an error is made by the Ely Diocesan Board of Finance or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to the Ely Diocesan Board of Finance.

