

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

Please fill in the whole form using a ballpoint pen and send it to:

Poole Museum Foundation
4 High Street
Poole
BH15 1BW

Name(s) of Account Holder(s)

Bank or 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 Number

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Service User Number

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For FastPay Ltd Re Poole Museum Foundation Official Use Only
 This is not part of the instruction to your Bank or Building Society

Dear Customer: Please Complete Below for Our Records

Name: _____
 Address: _____

 _____ Postcode: _____
 Phone: _____
 Email: _____

Instruction to your Bank or Building Society

Please pay FastPay Ltd Re Poole Museum Foundation 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 FastPay Ltd Re Poole Museum Foundation 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.

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, FastPay Ltd Re Poole Museum Foundation will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re Poole Museum Foundation 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 FastPay Ltd Re Poole Museum Foundation 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 FastPay Ltd Re Poole Museum Foundation 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.