

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

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

The Finance Department  
Letchworth Sports & Tennis Club  
Muddy Lane  
Letchworth  
Herts SG6 3TB

Originator's Identification Number

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Reference Number

**LSTC /**

Name(s) of Account Holder(s)


Letchworth Sports & Tennis Club *use only.*  
**This is not part of the instruction to your Bank or Building Society**

Bank/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	_____

**Instruction to your Bank or Building Society**

Please pay Letchworth Sports & Tennis Club, 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 Letchworth Sports & Tennis Club and, if so, details will be passed electronically to my Bank/Building Society. If your account is a joint account both/all signatures are required.

Signature(s)
Telephone Number
House Number
Postcode
Date:

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

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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 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 Letchworth Sports & Tennis Club will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by LSTC 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 us.