

## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

PLEASE COMPLETE ALL THE BOXES ON THIS FORM AND RETURN TO:

DIRECT DEBIT SECTION, BANK OF IRELAND, PO BOX 3191, ONE TEMPLE QUAY, BRISTOL, BS1 9HY.

Name and full postal address of your Bank or Building Society

Service User Number

To The Manager	Bank or Building Society
Address	
Postcode	

Name(s) of  
Account Holder(s)

Bank or Building Society  
Account Number

Branch Sort Code

Reference Number

Instruction to your Bank or Building Society

Please pay Bank of Ireland 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 Bank of Ireland 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 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, Bank of Ireland will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Bank of Ireland 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 Bank of Ireland 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 Bank of Ireland 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.