



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Reach Charity Ltd  
 Pearl Assurance House  
 Brook Street  
 Tavistock  
 PL19 0BU

5 0 5 3 4 6

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference

FOR Reach Charity Ltd OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.  
**Important** – Please complete these details:

Account Holder(s) Name & Address:

Name:

Address:

Postcode:

Email Address:

### Instruction to your bank or building society

Please pay Reach Charity Ltd 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 Reach Charity Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Please complete one of the payment plans below.  
Payments are taken on 5th of the month

Monthly payment	£
Quarterly payments	£15 or £
6 monthly payments	£50 or £
Annual payments	£100 or £

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.

## TheDirect 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 Reach Charity Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Reach Charity Ltd 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 Reach Charity Ltd 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 Reach Charity Ltd 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.