Direct Debit Instruction

Name_____**Address**_____

_____**Email**_____

_____ **Telephone**_____

Originator Identification No							Reference	

(For office use only; max 18 chars)

The Manager (name and address of your bank & branch)

_____

Name of account holder

_____

Sort Code							**Account No**								

Instructions to the bank
I instruct you to pay Direct Debits from my account at the request of Comhlámh.
I confirm that the amounts to be debited are variable and may be debited on various dates.
I shall duly notify the Bank and Comhlámh in writing if I wish to cancel this instruction.

The Direct Debit Guarantee
This is a guarantee provided by your own bank as a member of the Direct Debit Scheme, in which banks and originators of direct debits participate.
If you authorise payment by direct debit, then your Direct Debit originator will notify you in advance of the amounts to be debited to your account and your bank will accept and pay such debits, provided that your account has sufficient available funds.
If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
Your are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected, subject to requesting your bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your bank.
You can cancel the direct debit instruction in good time by writing to your bank

Signature_____ **Date**_____

Please return to Comhlámh, not your bank

Comhlámh
Ballast House, 2nd Floor,
Aston Quay, Dublin 2