



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

Please fill in this form and return to PO Box 37, St Peter Port, Guernsey GY1 3AZ.

Name and full postal address of your Bank or Building Society

To: The Manager _____ Bank/Building Society

Address _____

_____ Post Code _____

Name(s) of account holder(s) _____

Name of contributor (if different from the above) _____

Branch sort code

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Bank or Building Society account number

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Social security number (if known)

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Please state whether you would like to pay monthly or quarterly

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Instruction to your Bank or Building Society

Please pay Contributions Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee

Signature(s) _____ Date _____

(Banks or Building Societies may not accept Direct Debits for some types of account)



Direct Debit is recommended to you as a more convenient way of paying your contributions. Payment by Direct Debit can save you considerable time and effort – there are no cheques to write, paperwork, postage or queuing.

You are in Control

Once you've signed a Direct Debit instruction, payment of contributions will be arranged between Contributions and your bank or Building Society. But you are still in complete control. The arrangement will continue for as long as you like, saving you the trouble of writing out and sending off cheques.

You will always know in advance how much will be debited from your account and when. No money will be collected unless you have authorised it. Contributions will notify you of the amounts and dates of the payments and a regular check against your statement will reassure you that payments have been made correctly.

The Direct Debit Guarantee

If there is insufficient money in your account to pay a Direct Debit, the Direct Debit will be represented within a few days.

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, Contributions will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Contributions 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 Contributions 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 Contributions asks you to.

Easy to Cancel

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.

Payment Dates

You will be able to choose between quarterly and monthly payments. If you are under pension age, payments will be due on the fifteenth day of the month following the quarter (or the fifteenth day of the following month if you have chosen to pay monthly). If you are over pension age, payments will be due on the last day of the month following the quarter (or the last day of the following month if you have chosen to pay monthly).



The Policy and Resources Committee will process any personal data which you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at www.gov.gg/revenueservice or alternatively you may contact us on 705700 and request a paper copy.

If you would like to pay by Direct Debit simply complete overleaf and return this form to us.