



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

Please complete in BLOCK CAPITALS, using BLACK INK.

Name and full postal address of your bank or building society

Bank / Building Society:
Address:
Postcode:

Name(s) of account holder(s):

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Bank/building society number:

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Branch sort code:

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

Instruction to your bank or building society
Please pay **Stewardship** (Stewardship Services (UKET) Limited) 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 **Stewardship** and, if so, details will be passed electronically to my bank/building society

Signature(s):

Print name(s):



Service user number:										
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Reference Number (Office use only):										
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Stewardship, 1 Lamb's Passage, London EC1Y 8AB										

Date:

FOR STEWARDSHIP OFFICIAL USE ONLY.													
This is not part of the instruction to your bank. Please fill in as much as possible.	Your Stewardship account no. (if known):	Your postcode:											
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ONCE COMPLETED PLEASE RETURN TO:
STEWARDSHIP, 1 LAMB'S PASSAGE, LONDON EC1Y 8AB
DO NOT SEND TO YOUR BANK/BUILDING SOCIETY

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Stewardship will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Stewardship 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 Stewardship 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 Stewardship 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.