

# Instruction to your Bank or Building Society To pay by Direct Debit

Please fill in the whole form and send it to:

Staffordshire Police Federation  
Federation Office  
Hearn Court  
Rising Brook  
Stafford  
ST17 9QN



Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Originator's Identification Number 

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Reference 

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Instruction to your Bank or Building Society

Please pay Arthur J. Gallagher Insurance Brokers 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 Arthur J. Gallagher Insurance Brokers Limited and, if so, details will be passed electronically to my Bank/ Building Society.

Name and full postal address of your Bank or Building Society

To the Manager

Bank/Building Society

Address

Postcode

Signature(s)

Date



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

## The Direct Debit Guarantee



- The Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Arthur J. Gallagher Insurance Brokers Limited will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Arthur J. Gallagher Insurance Brokers Limited 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 Arthur J. Gallagher Insurance Brokers Limited 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 Arthur J. Gallagher Insurance Brokers Limited 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 the organisation.