



## Direct Debit Form

Please complete the Direct Debit mandate and then forward to your bank or building society to begin making your regular payments.

Please use Reference No:	
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Name of Account Holder:	
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Account Number:									
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Sort Code:			-			-		
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To: The Manager
Bank / Building Society
Post Code:

I / we instruct you to debit my / our account with you by Standing Order the sum of £ .00\_ payable monthly from ...../...../20..... until otherwise instructed to account title: HERTS bank with Al Rayan Bank, Account No: 0123 8201. Sort code: 30-00-83 and reference number **IM**.

Name and Address of Client:

Signature:		Date:	
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### 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 [Company name] will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harlow Islamic Centre 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 Harlow Islamic Centre 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 Harlow Islamic Centre 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 Harlow Islamic Centre.