

Please fill in the whole form using a ball point pen and send it to:

**Finance Department**  
**MYCCI**  
**New Commerce House**  
**168 Westgate**  
**Wakefield**  
**WF2 9SR**

Company Name

Name(s) of Account Holder(s)

  


Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Post Code	

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

**ME**

Please note this will be collected on the 1<sup>st</sup> of each month

Originator's Identification Number

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Reference

M	Y	C	C	I			
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**Instruction to your Bank or Building Society**

Please pay MYCCI 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 MYCCI and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

Banks and Building Societies many not accept Direct Debit Instructions for some types of accounts.

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change MYCCI will notify you 7 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by MYCCI or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.