

Direct Debit Instructions



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

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

**Recruitment and Employment
Confederation Ltd**

4th Floor, Albion House
Chertsey Road, Woking
Surrey GU21 6BT

Originator's Identification Number:

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Reference Number: (to be completed by the REC)

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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:	
Postcode:	

Instruction to your Bank or Building Society

Please pay Recruitment & Employment Confederation Ltd 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 Recruitment & Employment Confederation Ltd and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

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

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, Recruitment & Employment Confederation Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Recruitment & Employment Confederation Ltd 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 the letter to us.