



**Portsmouth Diocesan Trust**  
 Administered by: Portsmouth Roman Catholic Diocesan Trustees Registered  
**DIRECT DEBIT FORM**

Name of Parishioner.....  
 Address of Parishioner.....  
 Town.....Post Code.....Parish & Town: **English Martyrs, Reading**  
 Email.....Tel.....  
 I would like to pay the sum of £\_\_\_\_\_ (amount in words).....  
**MONTHLY (on the 15<sup>th</sup> of every month) starting on 15<sup>th</sup> of.....20..... until further notice**

**Instructions to your bank or building society to pay by Direct Debit**

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

Portsmouth Diocesan Trust  
 St Edmund's House  
 Bishop Crispian Way  
 Portsmouth  
 Hampshire  
 PO1 3QA

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Service user number

Name(s) of account holder(s)  
 \_\_\_\_\_

Reference (For Office Use Only)  
**OPF**  
 \_\_\_\_\_

Bank/building society account number  
 \_\_\_\_\_

Branch sort code  
 \_\_\_\_\_

Name and full postal address of your bank or building society  
 To: The Manager Bank/building society

Address  
 \_\_\_\_\_

**Instruction to your bank or building society**  
 Please pay Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_

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, Portsmouth Diocesan Trust will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust 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 Portsmouth Diocesan Trust 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