



# 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.....READING – OUR LADY OF PEACE & BL DOMINIC BARBERI.....

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:-

Service user number

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

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Name(s) of account holder(s)  
.....

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

Bank/building society account number  
.....

Branch sort code  
.....

**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.

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

Signature(s)  
Date

This Order cancels any existing Order in favour of the above ACCOUNT & SORT CODE NUMBER

.....

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.

**GDPR Notice** - Information provided on this form, together with all other personal data held about these individuals by the Parish and the Diocese of Portsmouth, is processed in accordance with the Diocese's Privacy Notice which can be obtained from [www.portsmouthdiocese.org.uk/gdpr](http://www.portsmouthdiocese.org.uk/gdpr) or from the Department for Administration.