

**Please complete the whole form using a ball point pen and send it to:**

**Originators Identification Number**

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Capital Credit Union Ltd.  
62 Hamilton Place  
Edinburgh  
EH3 5AZ

Credit Union Account No.

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Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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For Building society Accounts:  
Please check with your Building society for a Roll No:

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Name and full postal address of your bank/  
Building Society

To the Manager

Bank / Building Society

Postcode:

Signature(s)

Date:

**This is not part of the instruction to your Bank or Building Society**

Before Capital Credit Union can process your Direct Debit Mandate, fill in the following details:

Mr/Mrs/Miss/other \_\_\_\_\_ Forename(s) \_\_\_\_\_  
Surname \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

After you have fully completed this direct debit mandate please return it to Capital Credit Union and we will pass on your details to your Bank or Building Society.

Please tick if you would like these details added to your account for savings transfers in future, if requested

Amount of Direct Debit Payment £ \_\_\_\_\_ : \_\_\_\_\_  
Weekly     Mon/Tue/Wed/Thu/Fri    Fortnightly     \_\_/\_\_/\_\_  
4 Weekly     \_\_/\_\_/\_\_    Monthly     \_\_/\_\_/\_\_  
**Please enter day/date you want Direct debit to start.**  
**Please allow 10 working days for your payment to be set up**

**Instruction to your Bank or Building Society**

Please pay Capital Credit Union Ltd. Direct Debits from the account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Capital Credit Union Ltd. And if so, details may be passed electronically to my Bank / Building Society.

Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

This guarantee can 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 (Capital Credit Union Ltd) will notify you ( 10 ) working days in advance of your account being debited or as otherwise agreed. If you request (Capital Credit Union Ltd) 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 (Capital Credit Union Ltd) 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 (Capital Credit Union Ltd) 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.