

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

Foundation for Credit Counselling T/A
StepChange Debt Charity
123 Albion Street
Leeds
LS2 8ER

Service User Number

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FOR Foundation for Credit Counselling T/A StepChange Debt Charity OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

If the plan is not in your name please enter your full name and address below:

Name

Address

Postcode

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 Foundation for Credit Counselling T/A StepChange Debt Charity 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 Foundation for Credit Counselling T/A StepChange Debt Charity and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference (StepChange client number)

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Foundation for Credit Counselling T/A StepChange Debt Charity will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Foundation for Credit Counselling T/A StepChange Debt Charity 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 Foundation for Credit Counselling T/A StepChange Debt Charity 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 Foundation for Credit Counselling T/A StepChange Debt Charity 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.