woodward foodservice

DIRECT Debit

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

WOODWARD FOODSERVICE
P.O. BOX 222
ASHFORD
KENT
TN24 8ZL

Instruction to your bank or building society to pay by Direct Debit

Service user number

7	5	1	3	5	9

Name(s) of account holder(s)

Reference

Bank/building society number

Branch sort code

Instruction to your bank or building society

Please pay **WOODWARD FOODSERVICE 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 **WOODWARD FOODSERVICE LTD** 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 _____

Postcode _____

Signature(s)

Date _____

Banks and building societies may not accept Direct Debit instructions for some types of account

DD12

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme.
- If there are any changes to the amount, date or frequency of your Direct Debit, Woodward Foodservice Ltd Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Woodward Foodservice 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 payment of your Direct Debit, by Woodward Foodservice 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 receve a refund you are not entitled to, you must pay it back when Woodward Foodservice 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.