



Instruction to your Bank or Building Society to pay by Direct Debit

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

Dr Michel Saminaden
 Association of Local Authority Chief Executives (ALACE)
 12 Woodland Drive
 Watford
 Hertfordshire
 WD17 3BX

Originators Identification Number

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Reference Number

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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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Name and full postal address of your Bank or Building Society

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|---------------------------|-----------------------|
| To the Manager Society | Bank/Building Society |
| Address | |
| | |
| Postcode | |

Instruction to your Bank or Building Society

Please pay ALACE 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 ALACE and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change ALACE will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by ALACE or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.