



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

Please complete in BLOCK CAPITALS, using BLACK INK.

**Name and full postal address of your bank or building society**

Bank / Building Society:
Address:
Postcode:

**Name(s) of account holder(s):**

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**Bank/building society number:**

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**Branch sort code:**

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

**Instruction to your bank or building society**  
 Please pay **Stewardship** (Stewardship Services (UKET) Limited) 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 **Stewardship** and, if so, details will be passed electronically to my bank/building society

Signature(s):
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Print name(s):
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<b>Service user number:</b>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; text-align: center;">9</td> <td style="width: 25px; text-align: center;">8</td> <td style="width: 25px; text-align: center;">2</td> <td style="width: 25px; text-align: center;">1</td> <td style="width: 25px; text-align: center;">1</td> <td style="width: 25px; text-align: center;">7</td> </tr> </table>	9	8	2	1	1	7				
9	8	2	1	1	7					
<b>Reference Number (Office use only):</b>										
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Stewardship, 1 Lamb's Passage, London EC1Y 8AB										

Date:
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<b>FOR STEWARDSHIP OFFICIAL USE ONLY.</b>													
This is not part of the instruction to your bank. Please fill in as much as possible.	<b>Your Stewardship account no. (if known):</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table>											<b>Your postcode:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> </table>	

**ONCE COMPLETED PLEASE RETURN TO:**  
**STEWARDSHIP, 1 LAMB'S PASSAGE, LONDON EC1Y 8AB**  
**DO NOT SEND TO YOUR BANK/BUILDING SOCIETY**

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, Stewardship will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Stewardship 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 Stewardship 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 Stewardship 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.