



# Payment by direct debit

Instruction to your bank or building society to pay by direct debit

Please complete sections A and B below, sign and return to:

**Irish Tax Institute, South Block, Longboat Quay, Grand Canal Harbour, Dublin 2**



**Originator Identification No:**

3 0 6 3 3 2

Please use BLOCK CAPITALS throughout

## SECTION A - Your details

Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Your Instruction to your Bank, and your Signature

- » I instruct you to pay Direct Debits from my account at the request of ITI.
- » I confirm that the amounts to be debited are variable and may be debited on various dates, unless preceded by instructions in Section B
- » I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also notify ITI of such cancellation.
- » Quote reference "ITI" on all transactions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION B - Bank/building society details

Please write the full name and postal address of your bank or building society branch below

\_\_\_\_\_ Name of account to be debited (as printed on your cheque book)

\_\_\_\_\_ Bank/building society account number

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\_\_\_\_\_ Branch sort code 

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No. of installments \_\_\_\_\_  
(Not to exceed 11)

Commencement Date \_\_\_\_\_  
(Final payment no later than 03/04/13)

### The Direct Debit Guarantee:

- » This is a guarantee provided by your own Bank as a Member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- » If you authorise payment by Direct Debit, then
  - > Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
  - > Your Bank will accept and pay such debits, provided that your account has sufficient available funds
- » If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- » You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected, subject to you so requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- » You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- » You can cancel the Direct Debit Instruction by writing in good time to your Bank.