

# The Catholic Herald

Herald House 15 Lamb's Passage Bunhill Row London EC1Y 8TQ

Display Tel: 020 7448 3610 Classified Tel: 020 7448 3612/15 Fax: 020 7256 9728 e-mail: louise@catholicherald.co.uk

## ADVERTISERSING DIRECT DEBIT FORM

Name .....

Company Name .....

Address .....

.....

Postcode

Telephone number .....

Fax number .....

- DD must be set up before advert is inserted.
- This form must be completed and returned (photocopies not accepted) to:  
• Michael Anderson, Planning Controller, The Catholic Herald Ltd, Herald House,  
15 Lamb's Passage, Bunhill Row, London EC1Y 8TQ
- All enquiries to Michael Anderson 020 7448 3612
- Please ensure you give your sort code and account details accurately.
- DDs will always be taken on the 3rd of a month: Choose to pay:  
Monthly  Quarterly  Half Yr  Yearly

Office use only (fill in before sending):

Advert start date: .....

Advert frequency: .....

Frequency cost (inc VAT): .....

Total agreed cost (inc VAT): .....

Salesperson: .....

### 3/ Instruction to your bank/building society to pay direct debits



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

The Catholic Herald Ltd, Freepost 22527, Herald House,  
15 Lamb's Passage, Bunhill Row, LONDON EC1B 1EY

Originator's Identification Number

6 8 5 2 7 2

Name(s) of Account Holder(s)

Reference Number (for office use only)

.....

Bank/Building Society account No.

Branch Sort Code

.....

..... - ..... - .....

Name and full postal address of your Bank or Building Society

Instruction to your Bank or Building Society

Please pay The Catholic Herald Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee understand that this Instruction may remain with The Catholic Herald Ltd and, if so, details will be passed electronically to my Bank/ Building Society.

To: The Manager

Bank/Building Society

Signature(s)

Address .....

Postcode .....

Date:

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 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 The Catholic Herald Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Catholic Herald Ltd or your Bank or Building Society you are guaranteed a full and immediate refund from your bank 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.