



INSTRUCTIONS TO YOUR BANK OR  
BUILDING SOCIETY TO PAY DIRECT DEBITS

Originators Identification Number 981905 (NI)

Please fill in the whole form and send it to:  
The Galgorm Group (McKenna Catering)  
Galgorm Industrial Estate, Ballymena, Co. Antrim, BT42 1JQ

1. Name and full postal address of your Bank / Building Society  
To the Manager:

\_\_\_\_\_ Bank / Building Society  
Address \_\_\_\_\_ Postcode \_\_\_\_\_

2. Name (s) of account holder (s)

5. Reference Number (Office Use Only)

3. Branch Sort Code

--	--	--	--	--	--

6. Instructions to your Bank or Building Society,  
Please pay the Galgorm Group Direct Debits  
from the account detailed on this instruction  
subject to the safeguards assured by the Direct  
Debit Guarantee.

4. Bank or Building Society A/C Number

--	--	--	--	--	--	--	--

Banks and Building societies may not ac-  
cept Direct Debit Instructions for some  
types of accounts

Signature (s) \_\_\_\_\_

Date \_\_\_\_\_



## 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, Galgorm Group will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request Galgorm Group 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 Galgorm Group 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 which you are not entitled to, you must pay it back when Galgorm Group 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.