



Dear Member,

Please find parts one and two of the direct debit (DD) form attached in this document. Please can you ensure you fill out both parts of the DD form and return to **HWHC, Unit 194, 8 Shepherd Market, Mayfair, London W1J 7JY**. We should receive this form no later than the 15th September 2010.

This season 2010/11, as agreed at the AGM on 7th June 2010, we will follow the following payment schedule (based on a full paying member who owes £240 per season) :

October 1st – £80

December 1st – £80

March 1st – £80

Please note there is a discounted rate of 50% for the unemployed or students.

If your form comes in later than these dates, we will take out the amount owed within 3 weeks of receiving your form unless we receive alternative instruction from you. After this point you will be on the normal timings as detailed above.

PLEASE NOTE that if at any time you leave the club or sustain injury for a significant period of time (as agreed with the Club Captains), we will cancel your DD and refund you the relevant amount. It is critical that every member is on DD to ensure the smooth running of the club, both in terms of cashflow and reduction in administration. We hope you have a great season playing for HWHC, and please email us on admin@hwbc.co.uk if you have any further questions.

Kind Regards

Oz Rankin

Chairman HWHC



Direct Debit Form – Part 1

Member's Name	
Member's Team	
Membership Status (Full, student, unemployed)	
Member's Address	
Member's Email	
Member's Phone Number	

Please fill out the above and send along with Direct Debit Form - Part 2 (which includes your bank details) to HWHC, Unit 194, 8 Shepherd Market, Mayfair, London W1J 7JY.

Thank you.

Direct Debit Form – Part 2

Please fill in the whole form and send it to:

Hampstead & Westminster Hockey Club Unit 194, 8 Shepherd Market, Mayfair, London. W1J 7JY
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Name(s) of Account Holder(s)

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

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

2	5	1	9	3	9
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Reference Number

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Instruction to your Bank or Building Society

Please pay London & Zurich Plc re HWHC. Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with London & Zurich Plc re HWHC and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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 London & Zurich Plc re HWHC will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by London & Zurich Plc re HWHC 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.