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

Please fill in the whole form including official use box using a ball point pen and send it to:

Box Office,
Lyceum Theatre,
Heath Street,
Crewe,
CW1 2DA

Service user number

9	1	3	2	8	2

FOR HQ THEATRES LTD. OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

CREWE LYCEUM THEATRE

Customer Account Number:

Please leave the Reference box empty – the theatre will add this upon receipt of the signed form. Please only complete the highlighted boxes.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Reference

Instruction to your bank or building society
Please pay HQ Theatres Ltd. 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 HQ Theatres Ltd. 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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HQ Theatres Ltd. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HQ Theatres Ltd. 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 HQ Theatres Ltd. 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 HQ Theatres Ltd. 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.

DIRECT Debit