



Irish Payroll Association

**Direct Debit Instruction (DDI)
Instruction to your Bank to pay Direct Debits**

Originators Identification No. (OIN) IE 9ZZZ309010

IPASS Reference Number:

Please complete in full to instruct your Bank to make payments directly from your account. Then return the form along with your application to: **Irish Payroll Association, 9 Western Parkway Business Centre, Dublin D 2 K259**

1. Please write the name and full address of your Bank/Building Society and branch. (Block Letters)

Bank _____

Branch _____

2. Name of Account Holder _____

3. IBAN Number _____

4. Name of Account Holder _____

5. IBAN Number _____

Type of Payment

Recurrent

Or One-Off Payment

Please tick as appropriate

4. Your instructions to the Bank, and your signature.

- I instruct and authorise you to pay direct debits from my account at the request of the Irish Payroll Association (IPASS)
- I confirm that the amounts to be debited are variable and may be debited on various dates
- I shall duly notify the Bank if I wish to cancel this notification. I shall also notify the Irish Payroll Association of such cancellation.

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 Debit.
- 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 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 in good time by writing to your Bank.