



THE
ROYAL
TENNIS COURT

Hampton Court Palace
Surrey, KT8 9AU
020 8977 3015

info@royaltenniscourt.com
www.royaltenniscourt.com



The Royal Tennis Court

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:

The Royal Tennis Court
Apartment 69
Hampton Court Palace
East Molesey
KT8 9AU

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	

Reference: RTC use only

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Service User Number

9	9	2	5	8	4
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Important – Please complete these details:

Information provided is for The Royal Tennis Court use only
This is not part of the instruction to your Bank or Building Society.

Account Holder(s) Name & Address:

Name:

Address:

Postcode:

Email Address:

Instruction to your bank or building society

Please pay The Royal Tennis Court 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 The Royal Tennis Court 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

DD11

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 The Royal Tennis Court will notify you ten (10) working days in advance of your account being debited or as otherwise agreed. If you request The Royal Tennis Court 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 The Royal Tennis Court 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 The Royal Tennis Court 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.