# How to complete direct debit form



Direct Debit payment for your Meals on Wheels is a simple, safe, convenient and reliable method.

#### **HOW IT WORKS**

Every second week you will receive an invoice for the previous fortnight. All you will need to do is check the amount, if it is correct then you do not need to do anything.

After you receive the invoice, the bank will automatically transfer your fortnightly payment to Waikato Hospital.

Please do not alter the arrangements with the bank if you go on holiday or take a break from Meals on Wheels. We only charge for meals delivered – NO meals delivered means NO charges.

### HOW TO COMPLETE THE DIRECT DEBIT AUTHORITY

#### **ACCOUNT INFORMATION**

#### BANK ACCOUNT FROM WHICH PAYMENTS TO BE MADE

2 digits	4 di	gits	7 digits		2 digits
Bank	Brand	ch Number	Account N	Number	Suffix
Name of m	y	Dank o a PN7			

Name of my Bank

Bank e.g. BNZ

## INFORMATION TO APPEAR ON MY/OUR BANK STATEMENT

Payer Particulars	Meals on Wheels	Payer Code	WDHB
Date	DD/MM/YYYY		
Authorised Signatures	Your signature		

If you need to discuss this, please call 07 839 8726 ext 98121.