

# request to cancel re-occurring direct debit on my Visa Card

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Dear: \_\_\_\_\_

Account reference number (your Visa card number): \_\_\_\_\_

I hereby cancel and withdraw any previous authority I have provided to you to make direct debit transactions from my Visa card for services (or insert the type of services you acquired from the trader)

\_\_\_\_\_.

The details of my direct debit payments I'd like you to stop immediately are given below. If any further deductions are made, I shall instruct my bank to request a charge back.

Service	Reference/Invoice	Amount	Frequency	Next due date
_____	_____	_____	_____	____ / ____ / ____

Please confirm that you have cancelled the above direct debit payment/s on my Visa card and send a confirmation to (select the preferred contact method):

My email address: \_\_\_\_\_

My mailing address: \_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

Name: \_\_\_\_\_

Signature: \_\_\_\_\_