



SEPA basic direct debit mandate

Landeshauptstadt Wiesbaden
 Der Magistrat
 Amt für Soziale Arbeit
 Abteilung Jugendarbeit
 Konradinerallee 11
 65189 Wiesbaden

Tel.: 0611 31-2297
 Fax: 0611 31-3952
 freizeitkarte@wiesbaden.de



Creditor ID
 DE56ZZZ00000004102

Please complete this form in **BLOCK CAPITALS**, sign it and send, fax or mail to the address given above.
 (*Please complete all fields marked with a star in full)

This mandate applies to the Leisure Ticket.

SEPA basic direct debit mandate issued. Bank account has not changed.

IBAN (International Bank Account Number)*:

Name of bank:

Account holder's surname, first name*:

Address*:

Post code, Town/City*:

I/We authorise the Landeshauptstadt Wiesbaden to collect payments from my/our account by direct debit.
 Concurrently I/we will instruct my/our bank to honour direct debits taken from my/our account.
 The advance information about the amount and due date of the receivable is already available in the form of a notice or an agreement with the department. I have noted the information about the SEPA basic direct debit mandate detailed below.

Town/City, Date

Account holder's signature

Notes about issuing a SEPA basic direct debit mandate:

The mandate will lapse if: 1. 36 months have passed since the last direct debit was collected. 2. It is revoked in writing or the bank that manages the account does not honour the direct debit.

If the debit cannot be made, e.g. because of insufficient funds in the account, the Cash and Tax Office will not make any further attempts to carry out the direct debit! Any account fees incurred will be borne by the account holder!

The Landeshauptstadt Wiesbaden - Cash and Tax Office - will issue a clear mandate reference number for this mandate. Notification of the mandate reference number and creditor ID will be given in separate correspondence and/or on the account statements.

To make payment transactions easier the notice period for information before collecting a due payment will be at least one day before the debit. You can demand the refund of the amount debited within eight weeks commencing with the debit date. In this connection the conditions agreed with your bank apply. The debtor is responsible for informing the account holder of the amounts due in good time and of any changes so it can be guaranteed that there are sufficient funds in the account.

The account will also be used for refunds! We will comply with data protection laws and with other regulations relevant to data protection. The stated personal data will be collected and processed to carry out the SEPA direct debit mandate that has been issued. In addition to the name, address, date of birth and bank account, personal data also includes telephone and fax numbers, and the email address. If this data is given here it will be stored and be provided to other offices of Wiesbaden City Council exclusively to carry out their statutory and contractual tasks. The use or forwarding of your data to uninvolved third parties is ruled out.