



DIRECT DEBIT FACILITY, PLEASE READ THE FOLLOWING, AND RETURN

SHOULD YOU WISH TO UTILISE JTA'S DIRECT DEBIT FACILITY, PLEASE READ THE FOLLOWING AND RETURN THE DIRECT DEBIT APPLICATION FORM.

DIRECT DEBIT PROCEDURES

Reservations

You will be able to make reservations in the usual way. As soon as a booking is confirmed a confirmation invoice will be sent to you showing the total amount due and any deposit due.

Statements

We will send out statements by fax each Thursday showing how much we intend to deduct from your account the following Thursday.

Your weekly statement will show amounts to be deducted as follows:

Deposits for bookings taken between the previous Thursday and close of business on Wednesday.

Final balance for client departures up to and including 43 days or less on Wednesday of that week.

Your queries

If you have any queries about the amount we are going to deduct, please contact the accounts department by 9am on the Tuesday morning before the debit is due to be taken.

Refunds

Any refunds due to you will also be processed by this system. The refund will be shown on your statement and then deducted from your Thursday payment.

Change of bank details

If your bank details change please contact our accounts department immediately.

Contacts

Your accounts department contacts are as follows:

Credit Control / Direct Debit processing – 0121 508 5590
Accounts- 0121 508 5590

