|  |  |  |
| --- | --- | --- |
| Company logo or name here |  | Instruction to yourBank or Building Societyto pay by Direct Debit |
| Please fill in the whole form using a ball point pen and send it to: |  | Service user number |
| Address hereEight lines only |  |  |  |  |  |  |  |  |  |  |
|  | Reference |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  | For (A N Company) official use onlyThis is not part of the instruction to yourbank or building society. |
|  |
| Name(s) of Account Holder(s) |  |
|  |  |
|  |  |
| Bank/Building Society account number |  |
|  |  |  |  |  |  |  |  |  |  | **Instruction to your Bank or Building Society**Please pay (A N Company) Direct Debits from the accountdetailed in this Instruction subject to the safeguards assured bythe Direct Debit Guarantee. I understand that this Instructionmay remain with (A N Company) and, if so, details will be passedelectronically to my Bank/Building Society. |
| Branch Sort Code |  |
|  |  |  |  |  |  |  |  |  |  |
| Name and full postal address of your Bank or Building Society |  |
|

|  |  |
| --- | --- |
| To: The Manager | Bank/building society |
|  |

 |  |  |
|

|  |  |
| --- | --- |
| Address |  |
|  |

 |  |

|  |
| --- |
| Signature(s) |
|  |

 |
|

|  |  |
| --- | --- |
|  |  |
|  |

 |  |  |
|

|  |  |
| --- | --- |
|  | Postcode |
|  |  |

 |  |

|  |
| --- |
| Date |
|  |

 |
| Banks and Building Societies may not accept Direct Debit Instructions for some types of account | DDI 3 5/15 |
| Name and full postal address of your Bank or Building Society |  |  |
|

|  |  |
| --- | --- |
| To: The Manager | Bank/building society |
|  |

 |  | Standing Order Cancellation |
|

|  |  |
| --- | --- |
| Address |  |
|  |

 |  | Branch Sort Code |
|

|  |  |
| --- | --- |
|  |  |
|  |

 |  |  |  |  |  |  |  |  |  |  |
|

|  |  |
| --- | --- |
|  | Postcode |
|  |  |

 |  | Bank/Building Society account number |
| With immediate effect, please cancel my/our Standing Orderauthority payable to (A N Company) under:Account reference No. |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name(s) of Account Holder(s) |  |

|  |
| --- |
| Signature(s) |
|  |

 |
|  |  |  |
|  |  |

|  |
| --- |
| Date |
|  |

 |
|  |  |  |
| 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 (insert your organisation name) will notify you (insert number of) working days in advance of your account being debited or as otherwise agreed. If you request (insert your organisation name) 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 (insert your organisation name) 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 (insert your organisation name) 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.
 |

 |