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| Company logo or name here | | | | | | | | | | | | | | | | | |  | Instruction to your  Bank or Building Society  to pay by Direct Debit | | | | | | | | | |
| Please fill in the whole form and send it to: AN Company, Any  Street, Any Town, Anywhere.  Name and full postal address of your Bank or Building Society | | | | | | | | | | | | | | | | | |  | Service user number | | | | | | | | | |
| |  |  | | --- | --- | | To: The Manager | Bank/building society | |  | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |
| |  |  | | --- | --- | | Address |  | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |
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| |  |  | | --- | --- | |  | Postcode | |  |  | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |
| Name(s) of Account Holder(s) | | | | | | | | | | | | | | | | | |  | **Instruction to your Bank or Building Society**  Please pay (A N Company) Direct Debits from the account  detailed in this Instruction subject to the safeguards assured by  the Direct Debit Guarantee. I understand that this Instruction  may remain with (A N Company) and, if so, details will be passed  electronically to my Bank/Building Society. | | | | | | | | | |
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| Bank/Building Society account number | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | --- | | Signature(s) | |  | | | | | | | | | | |
| Branch Sort Code | | | | | | | | | | | | | | | | | |  |
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| Reference | | | | | | | | | | | | | | | | | |  |
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| Banks and Building Societies may not accept Direct Debit Instructions for some types of account | | | | | | | | | | | | | | | | | | | | | | | | | | DDI 4 5/15 | | |
| This is not part of the Instruction to your Bank or Building Society and must be detached by (A N Company) before  submission to the Paying Bank. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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. | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |