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| |  |  | | --- | --- | | A N Company Logo or name | Instruction to your Bank or Building  Society to pay by Direct Debit | | | | | | | | | | | |
| Please fill in the whole form using a ballpoint pen 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 | | | | | | | | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | Reference | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **For (A N Company) official use only** This is not part of the instruction to your bank or building society. | | | | | | | | | | | | | | | | | | | **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. | | | | | | | | | | | | | | | | | | | | | |  | | --- | | Signature(s) | |  | | | | | | | | | | | | | | | | | | | | |  | | --- | | Date | |  | | | | | | | | | | | | | | | | | | | |
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| |  |  | | --- | --- | | To: The Manager | Bank/building society | |  | | | | | | | | | | |  |
| |  |  | | --- | --- | | Address |  | |  | | | | | | | | | | |  |
| |  |  | | --- | --- | |  | Postcode | |  |  | | | | | | | | | |  |
| Name(s) of Account Holder(s) | | | | | | | | |  |
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| Bank/Building Society account number | | | | | | | | |  |
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| Branch Sort Code | | | | | | | | |  |
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| Banks and Building Societies may not accept Direct Debit Instructions for some types of account.  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. |