



Company name
Company address

Instruction to your bank or building society to pay by Direct Debit

Name(s) of Account Holder(s)

Service User Number

Bank/building society Account Number

Reference

Branch Sort Code

Instruction to your bank or building society
Please pay (insert Company Name) 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 (insert Company Name) and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society
To: The Manager Bank/building society
Address

Postcode

Date
____ / ____ / ____
Day / Month / Year

Banks and building societies may not accept Direct Debit Instructions for some types of account

SUBMIT

CLEAR

Please print off and retain.

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.