Please fill in the whole form using a ball point pen and send it to:

Company name

Company address

DIRECT Debit

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

Service User Number

Reference

Name(s) of Account Holder(s)

Bank/building society account number

Branch Sort Code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

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.

Signature(s)

Date

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