



Instruction to your Bank or Building Society to pay by Direct Debit

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

Payment Solutions Limited
Windlesham Court
51 Guildford Road
Bagshot
Surrey GU19 5NG

Service User Number (SUN)

8 3 0 4 6 0

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

FOR PAYMENT SOLUTIONS LTD OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.
CUSTOMER TO COMPLETE ALL SECTIONS:

Account Holder(s) Name & Address:

Name:
Address:
Postcode:

Instruction to your Bank or Building Society

Please pay Payment Solutions Ltd 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 Payment Solutions Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference Number

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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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 Payment Solutions Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Payment Solutions Ltd 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 Payment Solutions Ltd 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 Payment Solutions Ltd 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.