

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

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

VocaLink Limited
Drake House
Homestead Road
Rickmansworth
Hertfordshire
WD3 1FX

Service User number

9 | 1 | 0 | 2 | 5 | 5

Name(s) of account holder(s)

Reference (Bacs bureau)

Bank/building society account number

Bank 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 VocaLink Limited, 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 VocaLink Limited 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 from some types of account



The Direct Debit Guarantee



- The guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change VocaLink limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by VocaLink limited or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.