UK Mail
express parcels & mail

DIRECT Debit

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Originator's Identification Number 907451

1. Please fill in the whole form and send it to Business Post Ltd, Express House, 464 Berkshire Avenue, Slough, SL1 4PL.

Name and full postal address of your Bank or Building Society

2. Name(s) of account holder(s):

3. Bank/Building Society Account Number

4. Sort Code — —

Banks/Buildings Societies may refuse to accept instructions to pay Direct Debits from some types of account.

Reference Number/Credit Control Account Number

5. Instruction to your Bank or Building Society

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

Signature(s) .....

.....

Date .....

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

DIRECT Debit

- **This 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 and Building Society.**
- **If the amounts to be paid or the payment dates change Business Post Ltd will notify you ten working days in advance of your account debited or as otherwise agreed.**
- **If an error is made by Business Post Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the full 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.**