

Service user number **919342**

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

Please return the completed form to

Name of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name and address of your Bank or Building Society

The Manager	Bank/Building Society
Post code	

Collection reference number

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Information required for HMRC use

If you are signing this form to pay on behalf of someone else, for example a spouse, son or daughter please complete the following details so we can write to you with confirmation of the payments to be collected.

Name

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Address

Postcode	

Phone number

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Direct Debit reference

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Instruction to your Bank or Building Society

Please pay HM Revenue & Customs 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 HM Revenue & Customs and, if so, details will be passed electronically to my Bank or Building society.

Signature(s)

Date							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This guarantee should be cut and kept by the payer



The Direct Debit Guarantee

- 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 or Building Society.
- If the amounts to be paid or the payment dates change, HM Revenue & Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HM Revenue & Customs 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.