

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Originator's number 912-683

Reference Number

Please complete parts 1 to 5 to instruct your branch to make payments directly from your account.
When completed, return the form to :

BASPCAN National Office, 17 Priory Street, York, YO1 6ET UK Tel: 01904 613605

1 . Please complete full postal address of bank or building society branch

To the Manager _____ _____ _____ _____



2. Name of account holder _____

3. Account Number

4. Sort Code

5.

- 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 BASPCAN will notify you 30 working days in advance of your account being debited or as otherwise agreed. If you request BASPCAN 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 BASPCAN 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 BASPCAN 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.

Signature _____ Date _____

NO ACKNOWLEDGEMENT REQUIRED