

**Please fill in the form and send it to:**

HM Revenue & Customs, Annual Accounting Registration Unit,  
Imperial House, 77 Victoria Street, Grimsby, Lincolnshire, DN31 1DB.

**Name and full postal address of your Bank or Building Society:**

The Manager	(Bank/Building Society)
Address	
.....	
.....	
.....	
.....Postcode.....	

**Originator's Identification Number**

9	9	0	2	9	6
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Reference Number

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VAT Registration Number

<p><b>Name(s) of account holder(s)</b> <small>(From the bottom right hand corner of your cheque)</small></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
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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/building Society.


<p><b>Bank/Building Society Account Number</b></p> <table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

<p><b>Branch Sort Code</b> <small>(From the top right hand corner of your cheque)</small></p> <table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; height: 20px;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; height: 20px;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			-			-		
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<p>Signature(s) _____</p> <p>Status _____</p> <p>Date _____</p>
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Banks and Building Societies may not accept Direct Debit instructions for some types of account

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**This Guarantee should be detached and retained by the Payer.**

<p><b>The Direct Debit Guarantee</b></p>	
<ul style="list-style-type: none"> <li>This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</li> <li>If there are any changes to the amount, date or frequency of your Direct Debit, HM Revenue and Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue and Customs to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>If an error is made in the payment of your Direct Debit by HM Revenue and Customs 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. <ul style="list-style-type: none"> <li>- If you receive a refund you are not entitled to, you must pay it back when HM Revenue and Customs asks you to.</li> </ul> </li> <li>You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may also be required. Please also notify us.</li> </ul>	