



HM Revenue & Customs

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

HMRC Direct Debit Support Team
VAT 2
DMB 612
BX5 5AB

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Reference (will be added by HMRC)

Service user number

4 4 8 6 1 0

For HM Revenue and Customs official use only

This is not part of the instruction to your bank or building society.

Please enter your VAT number and contact email address below:

VAT number

Email address

Instruction to your Bank or Building Society

Please pay HMRC E VAT DDS 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 HMRC E VAT DDS 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 for some types of account

VATC9 MTD DD 06/20

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- 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 HMRC E VAT DDS will notify you 2 working days in advance of your account being debited or as otherwise agreed. If you request HMRC E VAT DDS 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 HMRC E VAT DDS 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 HMRC E VAT DDS 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.