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| **Please fill in the relevant details using a ball point pen and send it to:** | | | | | | | | | | |  | | | |  | | | | | |
| PO Box 5262, Lancing, BN99 9HE | | | | | | | | | | | Instruction to your Bank or Building Society to pay by Direct Debit | | | | | |
|  | | | | | | | | | | |  | |  | | | | | | |
| Name(s) of account holder(s) | | | | | | | | | | |  | | Service User Number | | | | | | |
|  | | | | | | | | | | |  | | 571555  9  8  5  6  5 | | |  | |  |  | | |  |
|  | | Reference | | | | | | |
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| Bank / Building Society account number: | | | | | | | | |  | | | Instruction to your Bank or Building Society Please pay Equiniti Gateway t/a Lenvi 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 Equiniti Gateway t/a Lenvi and, if so, details will be passed electronically to my Bank or Building society. | | | | | | | |
|  |  |  |  |  |  |  | |  |  | | |
| Branch sort code: | | | | | | | | |  | | |
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| Name and full postal address of your bank or building society | | | | | | | | | |  | | | |  | | | | | |
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| To the Manager: Bank/ Building Society | | | | | | | | | |  | | | | Signature(s) | | | | | |
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| Address: | | | | | | | | | |  | | | |
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| DDI1 | | | | | | | | | |  | | | |
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| Postcode: | | | | | | |  | | |  | | | | Date: | | |  | | |

[](http://www.google.co.uk/imgres?q=scissors&um=1&hl=en&safe=active&sa=N&rls=com.microsoft:en-gb:IE-SearchBox&rlz=1I7ADRA_en&biw=1272&bih=451&tbm=isch&tbnid=e2ZlaCDV8IvPUM:&imgrefurl=http://www.clipartpal.com/clipart_pd/education/scissor1.html&docid=TAkk8xAD6aGQWM&imgurl=http://www.clipartpal.com/_thumbs/pd/education/scissors_02.png&w=428&h=467&ei=Zr2qTvXvJY_s-gaTif3tDw&zoom=1)

O Banks and Building Societies may not accept Direct Debit Instructions from some types of account



This guarantee should be detached and retained by the Payer

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| **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 Equiniti Gateway Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Equiniti Gateway Limited 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 Equiniti Gateway Limited 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 Equiniti Gateway Limited 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. |