



disclosure
services



Instruction to your bank or building society to pay by Direct Debit

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

Disclosure Services
Ellice House
Ellice Way
Yale Business Village
Wrexham
LL13 7YL

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

Service user number

4 4 9 9 5 7

Customer Account Reference

[Empty grid for Customer Account Reference]

Instruction to your bank or building society

Please pay Disclosure Services 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 Disclosure Services 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

DD12

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 Disclosure Services will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Disclosure Services 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 Disclosure Services 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 Disclosure Services 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.