



Registered Office: DD Products and Services Ltd, 6 Perry Way, Witham, Essex, CM8 3SX, UK  
Company no: 01196676

# 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:

DD Products and Services Ltd  
6 Perry Way  
Witham  
Essex  
CM8 3SX

SERVICE USER NUMBER					
8	3	6	2	9	7

NAME(S) OF ACCOUNT HOLDER(S)

REFERENCE

**Instruction to your bank or building society**  
Please pay DD Products and Services Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards by the Direct Debit Guarantee. I Understand that this instruction may remain with DD Products and Services Ltd and, if so, details will be passed electronically to my bank/building society.

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	

Signature(s)
Date

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.

## 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, DD Products and Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request DD Products and Services Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by DD Products and Services Ltd 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 DD Products and Services Ltd 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.