William Russell

Direct Debit Form

DIRECT Debit

Please complete this form in **BLOCK CAPITALS** using black ink, and return it to us by post.
You can find our contact details at the end of this form.

Instruction from your bank or building society to pay by direct debit

Please fill in the whole form and send it to:

William Russell Limited, William Russell House, The Square, Lightwater, Surrey GU18 5SS, UK.

Instruction to your bank or building society:

Please pay William Russell Limited 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 William Russell Limited and, if so, details will be passed electronically to my bank/building society.

Reference number

Originator's identification number

6	5	9	7	3	0

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building bociety

To: The Manager — Bank/building society

Postcode

Signature(s)

Date

DD MM YYYY

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Direct debit guarantee

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

- ❑ 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 William Russell Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request William Russell 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 William Russell 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 William Russell 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.

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