



Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form using a ball point pen and send to:
Bailiffscourt Spa, Climping, West Sussex, BN17 5RW

Name(s) of Account Holder(s):

Originators Identification Number:

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Bank or Building Society Account Number:

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Bank or Building Society Sort Code:

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Name and full postal address of your Bank or Building Society:

To the Manager	Bank/Building Society
Address	
Postcode	

For Bailiffscourt Limited Official Use Only. This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

Please pay Bailiffscourt Limited 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 Bailiffscourt Limited and, if so, details will be passed electronically to my Bank/Building Society.

Reference Number (office use only):

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Signature(s)
Date

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

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Bailiffscourt Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Bailiffscourt Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.