



Instruction to your Bank or Building Society to pay by Direct Debit

Company name and address

Originator's Identification Number

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Name(s) of Account Holder(s)

Please return once completed to

Accounts Department
Central Mailing Services Limited
Unit 1, Tudor Industrial Estate
Wharfdale Road
Tyseley
Birmingham
B11 2DG

Bank/Building Society account number

Branch Sort Code

Instruction to your Bank or Building Society

Please pay Central Mailing Services Ltd 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 Central Mailing Services Ltd and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society
To: The Manager Bank/Building Society
Address

Postcode

Signatures

Date

Reference

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

DD11

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 Central Mailing Services Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Central Mailing Services Ltd 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.