

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

Idem Servicing 51 Homer Road Solihull B91 3QJ
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## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Name(s) of account holders(s)


Service user number

6	9	8	8	6	1
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Reference

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Bank/Building Society account number

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Branch Sort Code

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### Instruction to your bank or building society

Please pay Idem Servicing 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 Idem Servicing 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	

Signature(s)
Date

*Banks and Building Societies may not accept Direct Debit Instructions for 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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Idem Servicing will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Idem Servicing 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 Idem Servicing 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 Idem Servicing 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.