



# Instruction to your bank or building society to pay by Direct Debit

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

Accounts Receivable  
 Swiftpage International Limited  
 Q15 Quorum Business Park  
 Benton Lane  
 Newcastle upon Tyne  
 NE12 8BU

Name(s) of account holder(s)


Bank/building society account number

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Branch 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	

Reference

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Service user number

2	9	7	8	3	3
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This is not part of the instruction to your bank or building society.  
 Please note your company name, contact name, account number and invoice number below.

Company Name:

Contact Name/email:

Account Number:

Invoice Number:

**Instruction to your bank or building society**

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

Signature(s)

Date

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Swiftpage International Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Swiftpage International 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 Swiftpage International 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 Swiftpage International 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.