

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Originator's Identification Number

9 0 7 4 5 1

1. Please fill in the whole form and send it to UK Mail Limited, Express House, 464 Berkshire Avenue, Slough, SL1 4PL.

Name and full postal address of your Bank or Building Society

UK Mail Account Number/Credit Control Account Number

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Your Company Name

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2. Name(s) of account holder(s):

5. Instruction to your Bank or Building Society

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

3. Bank/Building Society Account Number

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4. Sort Code

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Banks/Buildings Societies may refuse to accept instructions to pay Direct Debits from some types of account.

Signature(s) _____

Date _____

This is not part of the instruction to your Bank or Building Society and must be detached by UK Mail Limited before submission to the Paying Bank.

**Thank you for paying your account by direct debit.
In recognition of this, UK Mail will donate 1p for every consignment you send to our chosen charities.**

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 UK Mail Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request UK Mail Ltd 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 UK Mail Ltd 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 UK Mail Ltd 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