

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

**Billing Finance  
Billing House  
The Causeway  
Great Billing  
NN3 9EX**

Service user number

8	3	8	1	3	7
---	---	---	---	---	---

Name(s) of account holder(s)

---



---

Bank/building society account number

---

Branch sort code

---

FOR BILLING FINANCE LTD OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Please state your preferred payment date below. You can select any date up to and including the 28<sup>th</sup>. If left blank, we will select the 1<sup>st</sup> of each month for your convenience.

---

Name and full postal address of your bank or building society

To: The Manager Bank/building society

---

Address

---



---

Postcode

---

**Instruction to your bank or building society**  
Please pay Billing Finance 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 Billing Finance Ltd and, if so, details will be passed electronically to my bank/building society.

Signature

---

Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account.

DDI1

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 Billing Finance Ltd will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Billing Finance 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 Billing Finance 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 Billing Finance 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.