



## takepayments Limited

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

<b>takepayments Limited</b> 4th Floor, Highbank House Exchange Street Stockport SK3 0ET
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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 Number

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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.

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

Service User Number

4	5	1	8	9	0
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FOR TAKEPAYMENTS LIMITED OFFICIAL USE ONLY This is not part of the instruction to your bank or building society.



# takepayments

**Instruction to your Bank or Building Society**

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

Signature(s)	X
Date	X

## 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 takepayments Limited will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request takepayments 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 takepayments 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 takepayments 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.