

Instruction to your Bank or Building Society to pay Direct Debit



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

Esendex Limited
20 Wollaton Street
Nottingham
NG1 5FW

Originator's Identification Number

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Name(s) of Account Holder(s)

Esendex Client Reference Number

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Bank/Building Society account number

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Branch Sort Code

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Name and address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Instruction to your Bank or Building Society

Please pay Esendex 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 Esendex Limited and if so, debits 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

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 Esendex will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Esendex 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 Esendex or your bank or building society you are entitled to a full 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 Esendex 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.