

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

Pitney Bowes Limited
 Direct Debit Collections
 Building 5 Trident Place
 Hatfield Business Park
 Mosquito Way
 Hatfield, Hertfordshire
 AL10 9UJ

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

Service User Number

9	8	5	8	1	7
---	---	---	---	---	---

Name(s) of Account Holder(s)

Bank/Building society number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--	--

FOR PITNEY BOWES OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society

**Division
 UK Mailing/Office Direct/
 Corp Accounts/DMT**

DD GMS UK V9.0 Aug 15

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 Pitney Bowes 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 Pitney Bowes Limited and if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date


Reference (Pitney Bowes Account No)

--	--	--	--	--	--	--	--

Banks and Building Societies may not accept Direct Debit instructions for some types of account

 This guarantee should be detached and retained by the Payee

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, Pitney Bowes Limited will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Pitney Bowes Limited to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Pitney Bowes 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 Pitney Bowes 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.