



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

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

Reset Certification Scheme Ltd.
 PO Box 4749
 Sheffield
 S35 5BT

Service User Number

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Reference number – Please leave blank if this is a new instruction

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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	

FOR RESET CERTIFICATION SCHEME
OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Direct Debit collection date will be:

7th 14th

21st 28th

of each month

Instruction to your Bank or Building Society

Please pay Reset Certification Scheme 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 Reset Certification Scheme Ltd and if so details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and building societies may not accept direct debit instructions from 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 Reset Certification Scheme Ltd. will notify you no less than 10 working days in advance of your account being debited or as otherwise agreed. If you request Reset Certification Scheme 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 Reset Certification Scheme Ltd or by 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 Reset Certification Scheme 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.

Reset Certification Scheme Ltd. PO Box 4749, Sheffield, S35 5BT
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