



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

Please fill in the whole form using a ballpoint pen and send it to:

Royal Mail Royal Mail House Stone Hill Road Farnworth BOLTON BL4 9XX
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Originator's identification number

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Reference number

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Instruction to your Bank or Building Society:

Please pay **Royal Mail** 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 **Royal Mail** and, if so, details will be passed electronically to my Bank/Building Society.

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	Signature(s)
Address		
Postcode		Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

Royal Mail Group Ltd. Registered number 4138203. Registered in England and Wales. Registered office: 100 Victoria Embankment, LONDON, EC4Y 0HQ.

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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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Royal Mail Group Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Royal Mail Group Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.