

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

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

Chess Ltd Bridgford House Heyes Lane Alderley Edge Cheshire SK9 7JP
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Chess Account Reference Number

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Originator's Identification Number

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Name(s) of Account Holder(s)

Email Address

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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	

Instruction to your Bank or Building Society.
 Please pay **Chess 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 **Chess Ltd** and, if so, details will be passed electronically to my Bank/Building Society.

Signature

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Date

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD12
Issue no. 6: 11/19/10

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, Chess Ltd will notify you 5 Working days in advance of your account being debited or as otherwise agreed. If you request Chess Ltd to collect a payment, confirmation of the amount and date will be given to you at time of the request.
- If an error is made in the payment of your Direct Debit, by Chess Ltd 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 Chess Ltd ask 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.