

ActSmart Direct Debit Form

Save yourself time and money by switching to Annual Direct Debit or spread the cost by changing to Monthly Direct Debit. To benefit from Direct Debit simply complete this mandate and return it by POST to the address below.

Retailer Details

Trading Name: _____
 Post Code: _____ Telephone: _____
 Direct Debit Method: (please circle your preference) **Annually** **Monthly**

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please complete the whole form using a ball point pen and return by POST to:



ActSmart
 PO Box 5110
 Hove
 BN52 9EB

Service User Number:

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Reference:

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Name and full postal address of your Bank or Building Society
 To the Manager

 Postcode

Instruction to your Bank or Building Society

Please pay C 2 Zero Ltd T/A **ActSmart** 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 C 2 Zero Ltd T/A **ActSmart** and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account and Account Holder(s)

Bank/Building Society Account Number:

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Branch Sort Code:

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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



- o This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- o If there are any changes to the amount, date or frequency of your Direct Debit C 2 Zero Ltd T/A **ActSmart** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request C 2 Zero Ltd T/A **ActSmart** to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- o If an error is made in the payment of your Direct Debit, by C 2 Zero Ltd T/A **ActSmart** 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 C 2 Zero Ltd T/A **ActSmart** asks you to
- o 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.