



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

Please fill in the whole form and send it to:

**PLASA**  
**Redoubt House**  
**1 Edward Road**  
**Eastbourne**  
**BN23 8AS**  
**UK**

Originator's Identification Number

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Name and full postal address of your Bank or Building Society:

To: The Manager	Bank/Building Society:
Address:	
Postcode:	

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Banks/Building Societies may not accept Direct Debit Instructions for some types of account

Reference

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### Instruction to your Bank or Building Society

Please pay PLASA 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 PLASA and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)
Date

**OFFICE USE ONLY:**  
ID: \_\_\_\_\_

Payment options: (please tick)

Monthly       Half Yearly       Annually



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 PLASA will notify you 28 days in advance of your account being debited or as otherwise agreed.
- If an error is made by PLASA 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.