



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



Please complete the white areas in block capitals to instruct your bank to make payments directly from your account. Then return the completed form to **Bupa, Anchorage Quay, Salford Quays M50 3XL.**

Originator Identification Number  
9 9 1 3 6 4

1. Name and full postal address of your Bank or Building Society Branch

To: The Manager
Bank or Building Society
Address
Postcode

5. Bupa Reference (Membership) number

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FOR Bupa OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

**Note to member:**  
Please complete your member/group name below

Fold

2. Name(s) of account holder(s)

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6. Instruction to your Bank or Building Society

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

3. Branch sort code (from the top right hand corner of your cheque)

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Signature(s)
Date _____ / _____ / _____

4. Bank or Building Society Account Number

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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



- 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 Bupa will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bupa 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 Bupa 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 Bupa 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.

Should you wish to cancel this instruction through Bupa, please call us on 0845 60 90 111†. You must allow a minimum of seven days before the next payment by Direct Debit is due.

†Calls to this number may be recorded and may be monitored.

Bupa Private Medical Insurance cover is provided by Bupa Insurance Limited. Registered in England and Wales No 3956433#.

Bupa Insurance Services Limited. Registered in England and Wales No 3829851#.

Registered Office Bupa House 15-19 Bloomsbury Way London WC1A 2BA.

#Authorised and regulated by the Financial Services Authority.