

Duty Deferment

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:

HM Revenue & Customs
Banking Operations
Central Deferment Office
6th Floor North West
Alexander House
21 Victoria Avenue
Southend On Sea
SS99 1AA

Service User Number

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Reference number

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Name(s) of Account Holder(s)

Deferment Approval Number (DAN)

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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	

Signature(s)

Status
Date

Instruction to your Bank or Building Society

Please pay HM Revenue & Customs 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 HM Revenue & Customs and, if so, details will be passed electronically to my Bank/Building Society.

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

C1202

HMRC 02/09

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 HM Revenue & Customs will notify you in not less than 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HM Revenue & Customs 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.