



Instruction to your Bank or Building Society to pay Direct Debits



Originators Identification Number

6 2 7 6 6 3

Please fill in the whole form and send it to: **CLEANSING SERVICE GROUP LTD
CHARTWELL HOUSE, 5 BARNES WALLIS ROAD
SEGENSWORTH EAST, FAREHAM PO15 5TT**

1 Name and full postal address of your bank or building society branch

To: The Manager _____
 _____ bank/building society
 Address _____
 _____ Postcode _____

2 Name(s) of account holder(s)

5 Reference Number (please quote the account number on your invoice)

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

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6 Instruction to your bank or building society

Please pay Cleansing Service Group Ltd. Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee

4 bank or building society account number

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Signature (s) _____
 Date _____

banks and building societies may not accept Direct Debit Instructions for some types of account



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 Cleansing Service Group Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Cleansing Service Group Ltd 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 Cleansing Service Group 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 Cleansing Service Group Ltd 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.

