

# Direct Debit Mandate Form

- Why not pay your next invoice by Direct Debit?
- Please fill in the whole form and send it to:  
Credit Management, PO Box 6441, Basingstoke, Hampshire, RG21 7FN

## The Direct Debit Guarantee

- The 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 an error is made by Supplier Assessment Services Ltd 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 cancellation letter to: Credit Management, Supplier Assessment Services Ltd, PO Box 6441, Basingstoke, Hampshire, RG21 7FN.

(Cut here)

### Instruction to your Bank or Building Society to pay Direct Debits.



<b>1</b>	<b>Full Name and Postal Address of your Bank or Building Society Branch</b>
To the Manager of: <span style="float: right;">Building Society/Bank</span>	
Address:	
Postcode:	
Date:	

<b>Originators ID Number</b>	4	4	9	1	2	5
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(Account Reference)	QQ
	<b>Office use only</b>

<b>2</b>	<b>Name(s) of Account Holder(s)</b>

<b>5</b>	<b>Instructions to your bank or building society</b>
Please pay Supplier Assessment Services Ltd 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 Supplier Assessment Services Ltd and, if so, details will be passed electronically to my Bank or Building Society.	

<b>3</b>	<b>Bank or Building Society Account Number</b>										
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<b>Signature(s)</b>	<b>Date</b>
2 <sup>nd</sup> Signature if necessary	
<b>Signature(s)</b>	<b>Date</b>

<b>4</b>	<b>Sort Code</b>			-			-		
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Please note Banks and Building Societies may not accept Direct Debit instructions for some types of account

Your Details	
<b>Company Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact Name</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	

On receipt of the completed form we will collect payment for invoices by direct debit.