Gradwell

DIRECT Debit

Instructions to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Gradwell Communications
Ground Floor, Trimbridge House, Trim Street
Bath
BA1 1HB

Service user number

6	5	8	9	5	3

FOR GRADWELL COMMUNICATIONS LTD OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please fill in your master email address:

Email:

Customer ID:

Ref (internal use only):

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your bank or building Society

To: The Manager — Bank/Building Society

Address

Postcode:

Instruction to your bank or building Society

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

Signature(s)

Reference

Banks and building societies may not accept Direct Debit Instructions for some types

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Gradwell Communications Ltd will notify you 10 (ten) working days in advance of your account being debited or as otherwise agreed. If you request Gradwell Communications 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 Gradwell Communications 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 Gradwell Communications 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.