



Instruction 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:

BCVA Ltd
17 The Glenmore Centre
Waterwells Business Park
Quedgeley
Gloucestershire
GL2 2AP

Service user number

6 2 4 1 0 4

Name(s) of account holder(s)

[Empty box for account holder name]

Reference

[Empty grid for reference number]

Instruction to your bank or building society

Please pay (BCVA 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 (BCVA Ltd) and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

[Empty grid for bank account number]

Branch sort code

[Empty grid for branch sort code]

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Signature(s)

[Empty box for signature]

Date

[Empty box for date]

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

DD12

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