Hornbuckle

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:

HORNBUCKLE
TYMAN HOUSE
42 REGENT ROAD
LEICESTER
LE1 6YJ

Originator's Identification Number

5	0	2	1	1	7

Name(s) of Account Holder(s) – Pension Scheme Account

Reference – Office Use Only

Bank account number – Pension Scheme Account

Branch Sort Code – Pension Scheme Account

1	6	2	2	2	7

Instruction to your Bank or Building Society
Please pay Hornbuckle 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 Hornbuckle and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

The Royal Bank of Scotland

Address

2 Canute Square

Knutsford

Cheshire WA16 6BJ

Signature(s)

Date

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

DDI2

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- The 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 the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation 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 the organisation 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 the organisation 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 the organisation.