

# Instruction to your Bank/Building Society to pay Direct Debits

Please complete this form where applicable and send it to:  
Integrated Financial Arrangements plc,  
Domain House, 5-7 Singer Street, London EC2A 4BQ



<p><b>1. Name and full postal address of your Bank or Building Society</b></p> <p>To the Manager</p> <input type="text"/> Bank or Building Society <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/>	<p><b>5. Originator's Number</b></p> <table border="1"> <tr> <td>7</td><td>6</td><td>8</td><td>1</td><td>7</td><td>9</td> </tr> </table>	7	6	8	1	7	9				
7	6	8	1	7	9						
<p><b>2. Name(s) of Account Holder(s)</b></p> <input type="text"/>	<p><b>6. Reference Number (Transact to supply – please leave blank)</b></p> <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										
<p><b>3. Bank or Building Society Account Number</b></p> <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>											<p><b>7. Instruction to your Bank or Building Society</b></p> <p>Please pay Integrated Financial Arrangements plc 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 Integrated Financial Arrangements plc and, if so, details will be passed electronically to my Bank or Building Society.</p> <p>Account Holder Signature</p> <input type="text"/> <p>Date</p> <input type="text"/> / <input type="text"/> / 20
<p><b>4. Branch Sort Code</b></p> <table border="1"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td> </tr> </table> <p>Branch Sort Code is displayed in the top right hand corner of your cheques. (If in doubt, please contact your Bank or Building Society for assistance)</p>			-			-			<p>Joint Account Holder Signature (if applicable)</p> <input type="text"/> <p>Date</p> <input type="text"/> / <input type="text"/> / 20		
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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 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 the amounts to be paid or the payment dates change Integrated Financial Arrangements plc will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by us or your Bank/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 letter to us.

