

C I Y M S

**Please fill in the whole form including official use box using a ball**

Instruction to your

bank or building society to pay by Direct Debit

**point pen and send it to: Service user number**

C I Y M S

ATTN: MR R BARNES 91 CIRCULAR ROAD BELFAST

BT4 2GD

**2**

**1**

**1**

**2**

**5**

**2**

**Name(s) of account holder(s)**

**Bank/building society account number**

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**Branch sort code Instruction to your bank or building society**

Please pay C I Y M S 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 C I Y M S

**Name and full postal address of your bank or building society**

FOR C I Y M S OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

To: The Manager

Bank/building society

Postcode

Address

and, if so, details will be passed electronically to my bank/building society.

Date

Signature(s)

**Reference (office use only)**

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

DDI1



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| * 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 (C I Y M S) will notify you (10) working days in advance of your account being debited or as otherwise agreed. If you request (C I Y M S) 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 (C I Y M S) 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 (C I Y M S) 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. |