



# 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:

Multifleet Vehicle Management Ltd  
 Forward House  
 17 High Street  
 Henley-in-Arden  
 Warwickshire  
 B95 5AA

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

\_\_\_\_\_

Service user number

**4 3 6 2 4 7**

Reference

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instruction to your bank or building society**  
 Please pay Multifleet Vehicle Management 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 Multifleet Vehicle Management Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

\_\_\_\_\_  
 \_\_\_\_\_

Date

\_\_\_\_\_

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

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 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 Multifleet Vehicle Management Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Multifleet Vehicle Management 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 Multifleet Vehicle Management 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 Multifleet Vehicle Management 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.