



Please fill in the whole form if you are paying
By Direct Debit, including Payment Frequency box
using a ball point pen and send it to:

INSTRUCTION TO YOUR BANK OR BUILDING
SOCIETY TO PAY BY DIRECT DEBIT

Trading Standards Institute
Accounts Department
1 Sylvan Court, Sylvan Way
Southfields Business Park
Basildon
Essex
SS15 6 TH

Service user number

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Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name & Full Address of Bank Or Building Society

To The Manager of	Bank/Building Society
Post Code	

Membership Reference Number

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PAYMENT FREQUENCY.
MEMBER PLEASE COMPLETE

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

Please debit my Account:

Annually Quarterly Monthly

**Instruction to your Bank or Building
Society**

Please pay the Trading Standards Institute
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 the Trading Standards Institute and, if
so, details will be passed electronically to
my Bank/Building Society.

Signature _____

Date _____

Banks and Building Societies may not accept Direct Debit instructions for some types of account

-----✂ 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 Debit.
- If there are changes to the amount, date or frequency of your Direct Debit, Trading Standards Institute will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Trading Standards Institute 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 Trading Standards Institute or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your branch or building society
 - If you receive a refund you are not entitled to, you must pay it back when Trading Standards Institute ask 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.