



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

Originator's Identification Number

7	5	5	0	6	4
---	---	---	---	---	---

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name & Full Address of Bank Or Building Society

To The Manager of	Bank/Building Society
Post Code	

Membership Reference Number

--	--	--	--	--	--

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



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, Trading Standards Institute will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Trading Standards Institute or your Bank or 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.

