

Please fill in the whole form using a ball point pen and send it to:

Axis Business Services  
Utility House  
Prospect Street  
Hull.  
HU2 8PX

Originator's Identification Number

8	3	6	9	2	1
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Reference Number (Office Use Only)

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Clients Own Reference number

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Name(s) and Address of Account Holder(s)

## Instruction to your Bank or Building Society

Please pay **Axis Business Services**

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

**Axis** and, if so,

Details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
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Address
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Post Code
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Signature(s)

Date
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Banks and Building Societies may not accept Direct Debit Instructions from 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 Debits

- If there are any changes to the amount, date or frequency of your Direct Debit Axis will notify you 10 working days advance of your account being debited or as otherwise agreed. If you request Axis 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 Axis of 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 Axis 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.