

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



HANSARD
INTERNATIONAL



This form is to be used for **Sterling payments** from **UK banks only**.

Direct Debit is a simple and convenient way of making your contribution payments. It authorises your bank to debit your current account with each payment as it becomes due. This helps to ensure that your contract does not become overdue unintentionally.

Account name(s)

Bank/building society account number
Branch sort code

To

Name and postal address of your bank or building society

Originator's identification number

Contract number

Instruction to your bank or building society

Please pay Hansard International Limited 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 Hansard International Limited and, if so, details will be passed electronically to my bank/building society.

Payments under these instructions are to be collected by Hansard International Limited on the 15th day or 30th day of the month, although the first payment will be collected on whichever of these collection dates is first available following their receipt of these instructions.

Contract holder Date
Signature

Please print full name

Contract holder Date
Signature

Please print full name

Important

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



Hansard International Limited

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Registered Number: 032648C

Regulated by the Isle of Man Financial Services Authority