



Instruction to your Bank or Building Society to pay by Direct Debit

Please complete boxes 1 to 5 inclusive using a ball point pen and send it to:

BTE Services Ltd
BTE House
9 Miller Business Park
Station Road
Liskeard
Cornwall
PL14 4DA

Service User Number

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BTE Reference Number (OFFICE USE ONLY)

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Customer Reference Number

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FOR BTE Services Ltd OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

(PHASE 7/23)

1. Name(s) of Account Holder(s)

2. Bank/Building Society account number

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3. Branch Sort Code

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4. Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay BTE Services 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 BTE Services Ltd and, if so, details will be passed electronically to my Bank/Building Society.

5. Signature(s)

Date

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

DD11

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 BTE Services Ltd will notify you 10 working days in advance to your account being debited or as otherwise agreed. If you request BTE Services 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 BTE Services 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 BTE Services 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.