# Instruction to your bank or building society to pay by Direct Debit

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

Legal Recoveries & Collections Ltd
Grains Building
High Cross Street
Nottingham
NG1 3AX

**Service user number**

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|---|---|---|---|---|---|

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

Enter your name and address below:

**Name(s) of account holder(s)**

**Bank/building society account number**

| | | | | | | | |
|---|---|---|---|---|---|---|---|

**Branch sort code**

| | | | | | |
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**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 Legal Recoveries & Collections 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 Legal Recoveries & Collections Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

**Reference**

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 Legal Recoveries & Collections Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Legal Recoveries & Collections 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 Legal Recoveries & Collections 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 Legal Recoveries & Collections 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.