DIRECT Debit

W:B Weaver

# 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:**

Church House
Middlewich
Cheshire
CW10 9GA

**Originator's Identification Number**

| 6 | 9 | 4 | 5 | 1 | 3 |
|---|---|---|---|---|---|

**Name(s) of Account Holder(s)**

**Reference Number**

**Bank/Building Society account number**

**Branch Sort Code**

**Instruction to your Bank or Building Society**

Please pay Weaver Business Machines 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 Weaver Business Machines Limited and, if so, details will be passed electronically to my Bank/Building Society.

**Name and full postal address of your Bank or Building Society**

To: The Manager — Bank/Building Society

Address

Postcode

Signature(s)

Date

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

DDI2

This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee

DIRECT Debit

- 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 Weaver Business Machines Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Weaver Business Machines Limited 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.