



### 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:

Global 4 Communications Ltd
Global House
60B Queen Street
Horsham
West Sussex
RH13 5AD

Service User Number

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Name(s) of account holder(s)


Reference

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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay Global 4 Communications 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 Global 4 and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

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

DDI2

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 Global 4 Communications Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Global 4 Communications 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 Global 4 Communications 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 Global 4 Communications 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.