

Please fill in the whole form,  
print and sign & send it to:  
Liquidline Ltd. 11 Holywells Close, Ipswich IP3 0AW

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

**Name and full postal address of your bank or  
building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

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


**Instruction to your bank or building society**

Please pay Liquidline 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 Liquidline Ltd. and, if so, details will be passed electronically to my bank/building society.

**Bank/building society account number**

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**Branch sort code**

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**Reference**

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Signature(s)

Date

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

DDI4



**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 Liquidline Ltd. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Liquidline 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 Liquidline 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 Liquidline 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.