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|  | | | | | | | | | | | | | | | | | | |  | Instruction to your bank or building society to pay by Direct Debit | | | | | | | | | | |
| **Please fill in the whole form including official use box using a ball point pen and send it to:** | | | | | | | | | | | | | | | | | | |  | **Service user number** | | | | | | | | | | |
| AlertSystems Limited  Alert House  1 Willowside Park  Canal Road  Trowbridge  Wiltshire  BA14 8RH | | | | | | | | | | | | | | | | | | |  | **6** | | **9** | **6** | **4** | **8** | **1** |  |  | |
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|  | FOR AlertSystems Limited OFFICIAL USE ONLY  This is not part of the instruction to your bank or building society. | | | | | | | | | | |
|  |  | **Accounts Email Address** | | | | | | | |  | |
|  |  | | | | | | | |
|  | **Preferred collection date 1st or 15th of month** | | | | | | | |
| **Name(s) of account holder(s)** | | | | | | | | | | | | | | | | | | |  |  | | | | | | | |
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| **Bank/building society account number** | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | |
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| **Branch sort code** | | | | | | | | | | | | | | | | | | |  | Please pay AlertSystems 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 AlertSystems 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 | | | | | | | | | | | | | | | | | | |  | Signature(s) | | | | | | | | | | |
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|  | | | | | | | | | | Postcode | | | | | | | | |  | Date | | | | | | | | | | |
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| **Reference** | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | |
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| Banks and building societies may not accept Direct Debit Instructions for some types of account  DDI1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This guarantee should be detached and retained by the payer.

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| DdlogolThe  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 AlertSystems Limited will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request AlertSystems Limited 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 AlertSystems Limited 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 AlertSystems Limited 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. |
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