

Please complete and send to:

Swains International Limited
 26 Rollesby Road
 Hardwick Industrial Estate
 King's Lynn
 Norfolk
 PE30 4LS

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Originators Identification Number

7	5	5	2	8	5
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1. Name & full postal address of your Bank or Building Society branch

To: The Manager
Address:
Postcode:

2. Name(s) of account holders

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5. Reference

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3. Branch sort code

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4. Bank or Building Society account number

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6. Instruction to your Bank or Building Society

Please pay Swains International Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Swains 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



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, Swains International Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Swains International 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 Swains International 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 Swains International 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.