

## Instruction to your Bank or Building Society to pay by Direct Debit

Please complete this form in black ink.



To the Manager  
Name and full postal address of your Bank/Building Society

  
  
  
  
  

Postcode

The name(s) on your account

  

Branch Sort  
Code

  

Bank/Building Society  
account number

  

Service User  
Number

Reference Number  
Mortgage account number

Instruction to your Bank or Building Society

Please pay Lloyds Bank plc 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 Lloyds Bank plc and, if so, details will be passed electronically to my Bank/Building Society.

Your signature(s)

Date

Bank and Building Societies may not accept Direct Debit Instructions for some type of accounts.

## The Direct Debit Guarantee

Please detach this guarantee and keep it for your records.



- 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 Lloyds Bank plc will notify you 4 working days in advance of your account being debited or as otherwise agreed. If you request Lloyds Bank plc 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 Lloyds Bank plc 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 Lloyds Bank plc 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.