



# 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:

EXTRAORDINARY MANAGED SERVICES LIMITED  
6 THE CLOCKTOWER ESTATE  
FLASSCHES YARD  
EDINBURGH  
EH12 9LB

Originator's Identification Number

2 5 4 6 9 2

FOR EXTRAORDINARY MANAGED SERVICES LTD OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
Address  
Postcode

Instruction to your Bank or Building Society

Please pay Extraordinary Managed Services 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 Extraordinary Managed Services Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number (Extraordinary Managed Services Ltd use only)

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD11

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 Extraordinary Managed Services Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Extraordinary Managed Services 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 Extraordinary Managed Services 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 Extraordinary Managed Services 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.