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

THE CITY OF LONDON SOLICITORS' COMPANY

Please fill in the whole form and send it to:

The Clerk
The City of London Solicitors' Company
4 College Hill
London EC4R 2RB

Name(s) of Account Holder(s)

Originator's Identification Number

6	8	1	8	9	2

Bank/Building Society account number

Reference Number (For Office Use Only)

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 of Building Society
Please pay The City of London Solicitors' Company 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 The City of London Solicitors' Company 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

✂ .....

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, The City of London Solicitors' Company will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The City of London Solicitors' Company 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 The City of London Solicitors' Company 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 The City of London Solicitors' Company 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.