



## 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: **Twentytwenty Media Ltd Spectrum House** 9 - 11 Bromells Road London SW4 0BN Service User Number 4 Name(s) of Account Holder(s) Reference Instruction to your Bank or Building Society Please pay BPS re Twentytwenty Media Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by Bank/Building Society account number the Direct Debit Guarantee. I understand that this Instruction may remain with BPS re Twentytwenty Media Ltd and, if so, details will be passed electronically to my Bank/Building Society. **Branch Sort Code** Name and full postal address of your Bank or Building Society Address Signature(s)

Banks and building societies may not accept Direct Debit Instructions for some types of account

Date

Postcode

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 BPS re Twentytwenty Media Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request BPS re Twentytwenty Media 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 BPS re Twentytwenty Media 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 when BPS re Twentytwenty Media 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.