

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

Please fill in the whole form in BLOCK CAPITALS and in black ink, and send it to:

Independent Service Provider Limited T/A Metropolitan
Driscoll 2
Ellen Street
Cardiff
CF10 4BP

Service User Number

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Name (s) of account holders

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Customer Reference Number

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For Independent Service Provider Limited T/A

Metropolitan official use only.

This is not part of the instruction to your bank or building society.

I/We would like to pay by Direct Debit (please tick) every:

☐ Week - please write your preferred day of the week here (Monday to Friday)

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☐ Fortnight - please write your preferred day of the week here (Monday to Friday)

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☐ Month - please write your preferred date here

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Instruction to your Bank or Building Society

Please pay Independent Service Provider Limited T/A Metropolitan, 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 Independent Service Provider Limited T/A Metropolitan and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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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 Independent Service Provider Limited T/A Metropolitan will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Independent Service Provider Limited T/A Metropolitan 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 Independent Service Provider Limited T/A Metropolitan 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 Independent Service Provider Limited T/A Metropolitan 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.