

Direct Debit Instruction

Please complete the Direct Debit Instruction form as instructed and send it with a note of what you want us to do, to:

Guardian Financial Services
Ballam Road
Lytham St Annes
Lancashire
FY8 4JZ

DON'T FORGET TO TELL US YOUR PLAN NUMBER AND SIGN THE FORM.

You won't receive an acknowledgement unless we have to collect additional premiums or if there is a problem with your Direct Debit Instruction.

Important information: Direct Debits should normally be paid from the planholder's account. If this is not the case, please tell us the reason in the box provided on the Direct Debit Instruction form.

Please fill in the form using a ballpoint pen and send it to:

Guardian Financial Services
Ballam Road
Lytham St Annes
Lancashire
FY8 4JZ

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

Name & full postal address of your Bank or Building Society

To: The Manager
Postcode

Service user number

9	9	0	4	9	1
---	---	---	---	---	---

Name(s) of Account Holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

		--			--		
--	--	----	--	--	----	--	--

Reference (to be completed by Guardian Financial Services)

--

Instruction to your Bank or Building Society

Please pay Guardian Financial Services 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 Guardian Financial Services 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 is not part of the instruction to your Bank or Building Society and must be detached by Guardian Financial Services before submission to the Paying Bank

IMPORTANT INFORMATION:

Direct Debits should normally be paid from the Planholders account. If this is not the case, please give the reason here

FOR GUARDIAN FINANCIAL SERVICES OFFICIAL USE ONLY

Protected person(s)		Plan number(s)	
Guardian Financial Services reference			



.....
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 Guardian Financial Services will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Guardian Financial Services 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 Guardian Financial Services 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 Guardian Financial Services 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.