Security Industry Authority

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

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

Security Industry Authority
Document Handling Centre
PO Box 1290
Liverpool
L69 1AS

Direct Debit Service User reference

4	2	9	5	6	5

Company name:

Branch address:

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 the Security Industry Authority (SIA) 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 SIA and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

1.0

Reference

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

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the SIA will notify you 3 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the SIA or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.