



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

Please fill in the whole form including official use box using a ball point pen and send it to:

DLT Media (UK) Ltd. t/a Digi-Mags  
Unit B1  
Kingswey Business Park  
Forsyth Road  
WOKING  
GU21 5SA

Originator's Identification Number

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Name(s) of Account Holder(s)


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 <small>Bank/Building Society</small>
Address
Postcode

Reference Number

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**PLEASE WRITE YOUR BUSINESS NAME AND ADDRESS:**

### Instruction to your Bank or Building Society

Please pay DLT MEDIA (UK) Ltd 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 DLT MEDIA (UK) Ltd 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 from some types of account

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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 DLT MEDIA (UK) Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request DLT MEDIA (UK) Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of your request.
- If an error is made in the payment of your Direct Debit, by DLT MEDIA (UK) 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 DLT MEDIA (UK) 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.