

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

Please complete the form below in **BLOCK CAPITALS** to instruct your Bank to make payments directly from your account. Then send it to:

Hire Trade Alliance Ltd
Unit 1, Victoria Business Park
Lightowler Road, Halifax
West Yorkshire, HX1 5ND



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 Branch

To: The Manager	
Bank or Building Society	
	Post Code

<p>FOR OFFICIAL USE ONLY</p> <p>This is not part of the instructions to your Bank/Building Society.</p>
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Originators Identification Number

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Reference Number (ID Number/Membership Number)

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Instruction to your Bank or Building Society

Please pay Hire Trade Alliance Ltd Direct Debits from the account detailed in this instruction to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Hire Trade Alliance Ltd and if so, details will be passed on electronically to my Bank/Building Society.

Signature(s) _____

Date _____

Banks and Building Societies may not accept Direct Debit instructions for some types of account. Direct Debit Instructions are only acceptable for UK, Isle of Man and Channel Islands companies.

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Please detach and retain your guarantee



The Direct Debit Guarantee

- 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, Hire Trade Alliance Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Hire Trade Alliance Ltd 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 the letter to Hire Trade Alliance Ltd.