



Send to lender

HSBC Bank plc



Instructions to your Bank or Building Society to pay Direct Debit

Please fill in the whole form using a ball point pen and send to:
HSBC Bank plc, PO BOX 6308, Coventry CV3 9LB

Name and full postal address of your bank or building society:

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Service User Number

9	4	0	4	5	1
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Reference

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Instructions to your Bank or Building Society

Please pay HSBC Bank plc Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee scheme. I understand that this information may remain with HSBC Bank plc and, if so, details may be passed electronically to my bank or building society.

Signature(s) of account holder(s)

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Date

D	D	M	M	Y	Y	Y	Y
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be 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 HSBC Bank plc will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HSBC Bank plc 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 HSBC Bank plc 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 HSBC Bank plc 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.