

Please fill in the whole form using a ball point pen and send to:

Glenside Finance Ltd Unit A5, Segensworth Business Centre Segensworth Road Fareham PO15 5RQ
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## Instruction to your Bank or Building Society to pay by Direct Debit

Service User Number

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Name(s) of Account Holder(s)


Reference Number

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Bank/Building Society account number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Glenside Finance 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 Glenside Finance Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Signature(s)
Date

Bank and Building Societies may not accept Direct Debit Instruction for some types of account

 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 Glenside Finance Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Glenside Finance Ltd 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 Glenside Finance 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 Glenside Finance Ltd asks you to.
- You can cancel a Direct Debit at anytime by simply contacting your bank or building society. Written Confirmation maybe required. Please also notify us.