



# PAYROLL OPTIONS

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

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

**Payroll Options Limited**  
**Bridge House**  
**18 Watling Street**  
**Fenny Stratford**  
**MILTON KEYNES**  
**MK2 2BL**

**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**

<small>To: The Manager</small>	<small>Bank/Building Society</small>
<small>Address</small>	
<small>Postcode</small>	

**Originator's Identification Number**

8	3	8	2	7	9
---	---	---	---	---	---

**Reference**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Instruction to your Bank or Building Society**  
 Please pay Payroll Options Limited 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 Payroll Options Limited and if so, details will be passed electronically to my Bank/Building Society.

**Signatures**

--	--

**Date**

--	--

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

*For Official Use:*

Payroll No: \_\_\_\_\_

Company Name: \_\_\_\_\_

DD13

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 Payroll Options will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Payroll Options 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 Payroll Options 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 Payroll Options 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.