



# Instruction to your bank or building society to pay by Direct Debit

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

GS1 UK Ltd  
 Hasilwood House  
 60 Bishopsgate  
 London  
 EC2N 4AW

### Service user 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	Bank/building society
Address	
Postcode	

### Reference

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### FOR GS1 UK OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

Company name

Customer account number

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Your name

Your telephone number

Version November 2019

### Instruction to your bank or building society

Please pay GS1 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 GS1 UK Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

DD11

Banks and building societies may not accept Direct Debit instructions 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 GS1 UK Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request GS1 UK 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 GS1 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 GS1 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.



Dear Sir / Madam

Please note that before setting up a new Direct Debit Instruction, we require the below information to be provided.

First name	
Last name	
Address	
Email address	
Telephone number	

I confirm I am authorised to sign DDI's for this account.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_