



Groves, John & Westrup

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

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

Groves, John & Westrup Limited
 8th Floor,
 Walker House
 Exchange Flags
 Liverpool. L2 3YL

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	

FOR Groves, John & Westrup Limited OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

10 Months Annual

Preferred Date of Debit

D	D	M	M	Y	Y
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Instruction to your bank or building society

Please pay **Groves, John & Westrup 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 Groves, John & Westrup Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference Number

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-----Banks and building societies may not accept Direct Debit Instructions for some types of account-----

DD11

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 Groves, John & Westrup Limited will notify you 07 working days in advance of your account being debited or as otherwise agreed. If you request Groves, John & Westrup Limited 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 Groves, John & Westrup Limited 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 Groves, John & Westrup Limited 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.