UKMail express parcels & mail **Mail Division**

DIRECT Debit

Originator's Identification Number | 8 | 3 | 7 | 4 | 4 | 6 |

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

1. **Please fill in the whole form and send it to UK Mail Limited, Express House, Wolseley Drive, Heartlands, Birmingham, B8 2SQ**

Name and full postal address of your Bank or Building Society

UK Mail Account Number

Your Company Name

2. **Name(s) of account holder(s):**

3. **Bank/Building Society Account Number**

4. **Sort Code** — —

Banks/Buildings Societies may refuse to accept instructions to pay Direct Debits from some types of account.

5. Instruction to your Bank or Building Society

Please pay UK Mail 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 UK Mail Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) .....

.....

Date .....

This guarantee should be detached and retained by the payer

DIRECT Debit

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 UK Mail Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request UK Mail 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 UK Mail 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 UK Mail 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**