



Please do the following
• fill in all sections using a ballpoint pen
• sign all sections marked X



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

Please send the completed form to:
Arcadia House, Warley Hill Business Park
The Drive, Brentwood, Essex CM13 3BE

Originators identification number

Grid containing OI number: 4 1 8 0 9 8

Name(s) of account holder(s)

Two empty text boxes for account holder name

Reference number

Grid of 16 empty boxes for reference number

Bank/Building Society account number

Grid of 8 empty boxes for account number

Instructions to your Bank or Building Society

Please pay Swift 1st Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Branch sort code

Grid of 6 empty boxes for branch sort code

I understand that this instruction may remain with Swift 1st Ltd and, if so, details will be passed electronically to my Bank/Building Society

Name & full postal address of your Bank or Building Society

Form with fields: To The Manager, Bank/Building Society, Address, Postcode

Form with fields: Signed X, Signed X, Date

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

The Direct Debit Guarantee

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 Swift 1st Ltd will notify you 14 working days in advance...
If an error is made in the payment of your Direct Debit, by Swift 1st Ltd or your bank or building society, you are entitled to a full and immediate refund...
You can cancel a Direct Debit at any time by simply contacting your bank or building society.