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

DIRECT Debit

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

CFP Software Ltd
Prosper House
Cardrew Industrial Estate
Redruth
Cornwall TR15 1SS

Originator's Identification Number

6	5	7	8	1	0

For (CFP Software Ltd) Official Use Only

This is not part of the instruction to your Bank or Building Society

Initial debit sum £

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Reference Number

Instruction to your Bank or Building Society

Please pay (CFP Software 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 (CFP Software Ltd) and, if so, details will be passed electronically to my Bank/Building Society. ▸

◂**Name(s) of Account Holder(s)**

Bank/Building Society account number

Branch Sort Code

Signature(s)

Date:

Banks or 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

DIRECT Debit

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