

Automated Payment Instruction

Contact Name:

Company Title:

Address:

Date:

Account Number:

Reference: 91156/0416

Telephone no: 01293 586666

Email: support@bandce.co.uk


To make payments into your account by automated payment, please complete and return the direct debit mandate below together with either a void cheque, paying in slip or bank statement to satisfy anti-money laundering and know your customer regulations.

Important information:

The value of your Pension Contributions, Employee Accident Cover and Employee Life Cover (if applicable) will be collected by Automated Payment.

You can also view any pending payment through Employer Online Services. Please visit our website <https://onlineservices.bandce.co.uk> to logon to your online account.

If you would like to change the amount of your payment, or need any further information, please call us on **01293 586666**. (To help us improve our service, telephone calls may be recorded.)

Instruction to your Bank or Building Society to pay by Direct Debit		
Please fill in the form and send to: FREEPOST B&CE		
To: The Manager _____ Address _____ Post Code	Bank/Building Society	
Name(s) of Account Holder(s) _____	Service User Number 8 4 2 9 2 1	Reference Number (B&CE Use Only) _____
Branch Sort Code _____ _____ _____ _____ _____ _____	Instruction to your Bank or Building Society Please pay B&CE Holdings 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 the B&CE Holdings Limited and, if so, details will be passed electronically to my Bank/Building Society.	
Bank/Building Society account number _____ _____ _____ _____ _____ _____ _____ _____	Signature(s) _____ Date _____	

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 B&CE Holdings Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request B&CE Holdings 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 B&CE Holdings 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 received a refund you are not entitled to, you must pay it back when B&CE Holdings 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.