

Instruction to your Bank or Building Society to pay Direct Debits (Part A)

Please fill in the whole form and send it to: Liverpool Victoria Financial Services Limited (LVFS), County Gates, Bournemouth, BH1 2NF. **Please ensure you complete all details**



1. Name and full postal address of your Bank or Building Society

To: The Manager
Bank or Building Society
Address
Postcode

Service user number

4. Bank or Building Society account No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. LVFS Reference Number (for completion by LVFS)

6. Instruction to your Bank or Building Society

Please pay Liverpool Victoria Financial Services Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Liverpool Victoria Financial Services Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

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

3. Branch sort code (from the top right hand corner of your cheque)

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Payer Details (Part B)

Name

Address

Telephone Number

Signature	Full Name (PRINT)	Date
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In the case of a joint accounts both account holders need to authorise the direct debit payment

Signature	Full Name (PRINT)	Date
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Please return both completed parts of the form to the above address.

Liverpool Victoria Financial Services Limited: County Gates, Bournemouth, BH1 2NF

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This section should be detached and retained by you



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit LVFS will notify you 10 working days in advance of your account being debited or otherwise agreed. If you request LVFS 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 LVFS 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 LVFS 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.

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