



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Dual Energy Direct Ltd  
4<sup>th</sup> Floor Premium House  
The Esplanade  
Worthing  
West Sussex  
BN11 2BJ

Service user number

2 5 3 6 4 3

FOR DUAL ENERGY DIRECT LTD OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society  
Address  
  
Postcode

**Instruction to your bank or building society**

Please pay Dual Energy Direct 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 Dual Energy Direct Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)  
  
Date

Reference

DD11

~~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 Dual Energy Direct Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dual Energy Direct 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 Dual Energy Direct 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 Dual Energy Direct 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.