

**INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY
TO PAY DIRECT DEBITS**

Originators Identification Number

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PLEASE FILL IN PARTS 1 TO 5 AND RETURN TO:

Philip Williams & Company, 35 Walton Road, Stockton Heath, Warrington, WA4 6NW Tel 01925 604421

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

6. Philip Williams & Co REF.

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2. Bank or Building Society Account number

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3. Branch sort code

(from top right hand corner of your cheque)

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For Philip Williams & Company official use only.
This is not part of the instruction to your Bank or Building Society.

4. Name and Full Postal Address of your Bank or Building Society branch

<p>To: The Manager _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Bank or Building Society</p> <p>Postcode _____</p>
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5. Instructions to your Bank or Building Society

Please pay Philip Williams & Co. 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 Philip Williams & Co, and if so, details will be passed electronically to my Bank/Building Society.

<p>Signature(s) _____</p> <p>_____</p>	<p>Date _____</p>
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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 Philip Williams & Co will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Philip Williams & Co 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 Philip Williams & Co 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 Philip Williams & Co 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.

