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

Please fill in the whole form using a ballpoint pen and send it to:

Your Payroll
263a Tarbock Road
Huyton
Merseyside
L36 0SD

Service User Number

2	9	7	2	4	5

For FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll Official Use Only
This is not part of the instruction to your Bank or Building Society

Dear Customer: Please Complete Below for Our Records

Name: _____

Address: _____

_____

_____ Postcode: _____

Phone: _____

Email: _____

Name(s) of Account Holder(s)

_____

Bank or 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 _____

Reference Number

Instruction to your Bank or Building Society

Please pay FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll 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 FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll and, if so, details will be passed electronically to my Bank/Building Society.

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, FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll 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 FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll 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 FastPay Ltd Re KDC (Commercial) Ltd t/a Your Payroll 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.