



Please fill in the whole form using a ballpoint pen and send it to: The Child Maintenance Service, PO BOX 249, Mitcheldean, GL17 1AJ

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



Child Maintenance Service



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:	

Reference

Service user number

FOR CHILD MAINTENANCE SERVICE OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Instruction to your bank or building society

Please pay Child Maintenance Service 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 Child Maintenance Service and, if so, details will be passed electronically to my bank or building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit instructions for some types of accounts

DDI1

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, Child Maintenance Service will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Child Maintenance Service 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 Child Maintenance Service 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 Child Maintenance Service 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