MYHR DEPT
myhrdept.co.uk

DIRECT Debit

Please fill in the whole form using a ball point pen and send it to

Accounts Payable
HRR Solutions Ltd
Dry Cottage
Grubwood Lane
Cookham
Maidenhead
SL6 9UD

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

Originator's Identification Number

9	7	7	3	6	2

Name(s) of Account Holder(s)

Reference Number - to be completed by myhrdept.co.uk

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

Collections to be made by annual payment

Instruction to your Bank or Building Society

Please pay HRR Solutions 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 HRR Solutions Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) — Date

Print

Name of myhrdept.co.uk subscription holder (if different from bank account holder)

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

Please Print Off and Retain.

DIRECT Debit

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 (insert your organisation name) will notify you (insert number of) working days in advance of your account being debited or as otherwise agreed. If you request (insert your organisation name) 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 (insert your organisation name) 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 (insert your organisation name) 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.