



Instruction to your bank to pay by Direct Debit

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

Brook Green Supply Ltd
80 Hammersmith Road
London
W14 8UD

Service user number

5 0 9 5 3 5

For Brook Green Supply 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

Reference (For Brook Green Supply official use only)

Instruction to your Bank or Building Society:

Please pay Brook Green Supply 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 Brook Green Supply and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

For any questions or concerns, please contact us:

- creditcontrol@brookgreensupply.com
- 0204 513 3774

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.

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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 Brook Green Supply will notify you 10 days in advance of your account being debited or as otherwise agreed. If you request Brook Green Supply 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 Brook Green Supply 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 Brook Green Supply 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 by email at support@brookgreensupply.com.