

# Direct Debit Instruction



Contact Name:  
Company Title  
Address

Date:  
Account Number:  
Reference: 1156/0710

To make payments into your account by direct debit, please complete the direct debit form at the bottom of the page.

## Important information:

Both the value of your Payment Schedule (ie EasyBuild, Employee Accident Cover and Employee Life Cover payments) and holiday pay will be collected by direct debit.

- You will receive a Statement of Account each month. This will confirm the amount to be deducted and date of collection (which is normally 7-9 days after you receive your statement).
- Please enter the fixed amount of holiday pay you would like us to collect each month in the box below:

<b>Please enter the amount of holiday pay</b>	<b>£</b>	
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Please note that HMRC only allow you to claim the National Insurance concession on holiday pay for those workers whose occupations are within the CIS definitions.

If you would like to change the amount of your payment, or need any further information, please call us on **01293 586666**. (To help us improve our service, telephone calls may be recorded.)

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



Please fill in the form and send to: B&CE Benefit Schemes,  
FREEPOST CY384, CRAWLEY, West Sussex, RH10 9BR.

### Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### Service User Number

8	4	2	9	2	1
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### Reference Number (B&CE Use Only)

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### Name(s) of Account Holder(s)

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### Branch Sort Code

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### Bank/Building Society account number

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### Instruction to your Bank or Building Society

Please pay B&CE Benefit Schemes 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 the B&CE Benefit Schemes 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

## 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 B&CE Benefit Schemes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request B&CE Benefit Schemes 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 B&CE Benefit Schemes 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 B&CE Benefit Schemes 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.