

B&CE Employee Benefits Direct Debit Instruction



Name:	
Job Title:	
Company Name:	
Company Address:	
	Date:
	Account Number:

To make payments into your B&CE Employee Benefits account by direct debit, please complete the direct debit form at the bottom of the page.

Important information:

Both the value of your B&CE Employee Benefits Payment Schedule (ie EasyBuild, Accident Cover and 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:

Please enter the amount of holiday pay	£
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If you would like to change the amount of your payment, or need any further information, please call us on **08457 41 41 42 or 01293 586790**. (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	

Name(s) of Account Holder(s)

Branch Sort Code

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Bank/Building Society account number

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Originator's Identification Number

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

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

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- * If the amounts to be paid or the payment dates change, B&CE Benefit Schemes will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- * If an error is made by B&CE Benefit Schemes or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- * You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

