



KIRBY & WEST
THE DAIRY ON YOUR DOORSTEP



Please fill in the whole form excluding official use box using a ball point pen and send it to

Kirby & West
Richard 111 Road
Leicester
LE3 5QU

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

Name(s) of Account Holder(s)

Originator's Identification Number

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Bank or Building Society account number

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Branch Sort Code

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Reference Number

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

FOR KIRBY & WEST 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 Kirby & West 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 Kirby & West and, if so, details will be passed electronically to my Bank or Building Society.

Your name and full postal address

Name	
Address	
Telephone	Postcode

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit Kirby & West will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kirby & West 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 Kirby & West 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 Kirby & West 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.