

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

GeorgeBurrows 

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

George Burrows  
St Mark's Court  
Chart Way  
Horsham  
West Sussex  
RH12 1RZ



Name(s) of Account Holder(s)

Bank/Building Society  
Account Number

Branch Sort Code

Originator's Identification  
Number 

9	9	6	0	4	6
---	---	---	---	---	---

Reference 

S	T	F	D	T	L
---	---	---	---	---	---

Instruction to your Bank or Building Society

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

Name and full postal address of your Bank  
or Building Society

To the Manager

Bank/Building  
Society

Address

Postcode

Signature(s)

Date



Banks and Building Societies may not accept Direct Debit instructions for some types of account.

## The Direct Debit Guarantee



- The Guarantee is offered by all banks and building societies that accept instruction to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Heath Lambert Ltd will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Heath Lambert Ltd 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 Heath Lambert Ltd 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 Heath Lambert Ltd 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 the organisation.

Staffordshire Police Federation is an Appointed Representative of Arthur J Gallagher Insurance Brokers Limited, and George Burrows is a trading name of Arthur J Gallagher Insurance Brokers Limited, which is authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow G2 7AT. Registered in Scotland. Company Number: SC108909 [www.ajginternational.com](http://www.ajginternational.com)

GB1118/V2