FINANCIAL CONDUCT AUTHORITY

DIRECT Debit

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

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

Finance Department
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

Service user number

8	3	6	8	5	4

FOR FINANCIAL CONDUCT AUTHORITY OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

In the "**Reference**" box below, please quote your **Firm Reference Number** (FRN) or the **account number** shown on your invoice.

Please also provide a telephone contact number: _____

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

Instruction to your bank or building society

Please pay Financial Conduct Authority 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 Financial Conduct Authority 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

DIRECT Debit

- 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 Financial Conduct Authority will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Financial Conduct Authority 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 Financial Conduct Authority 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 Financial Conduct Authority 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.