

**DIRECT DEBIT AUTHORITY**

Name of my/our bank account to be debited:	Authorisation code <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 30px;">0</td> <td style="width: 20px; height: 30px;">3</td> <td style="width: 20px; height: 30px;">3</td> <td style="width: 20px; height: 30px;">8</td> <td style="width: 20px; height: 30px;">8</td> <td style="width: 20px; height: 30px;">1</td> <td style="width: 20px; height: 30px;">8</td> </tr> </table>	0	3	3	8	8	1	8															
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I authorise you to debit my account with the amounts of direct debits from [insert name of initiator] with the authorisation code specified on this authority in accordance with this authority until further notice.

- The bank's terms and conditions that relate to my account, and
- The specific terms and conditions listed below.

The following information will show on your bank statement:

[illegible]

Authorised signature(s):	Date:
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- You don't receive a written notice of the amount and date of each direct debit from the initiator or
- You receive a written notice, but the amount or the date of debiting is different from the amount or the date specified on the notice.

For direct debits with notice no later than the date of the debit, the initiator may only send a direct debit if you have asked the initiator to send it and agreed the amount of the direct debit. The initiator is required to give you a written notice of the amount and date of each direct debit no less than the date of the debit.

For instalment or scheduled direct debits, the initiator is required to give a written notice of the amount and date of each direct debit in a series of direct debits no less than 10 calendar days before the date of the first direct debit in the series. The notice is to include the dates of the debits, and the amount of each direct debit. If the initiator proposes to change an amount or date of a direct debit specified in the notice, the initiator is required to give you notice no less than 30 calendar days before the change.

If the bank dishonours a direct debit but the initiator sends the direct debit again once within 5 business days of the dishonour, the initiator is not required to give you a second notice of the amount and date of the direct debit.

Single notice of a series of direct debits (no invoice required)

Used when a contractual arrangement exists between you and your customer. You must notify your customer with a notice or 'schedule' of instalment-type payments that includes:

- The date of the first debit (no less than 10 calendar days) and
- The amount of and date of each direct debit payment.

The interval between each direct debit payment must be regular and no more than 12 months. If you propose to change an amount/date of a direct debit specified in the notice you must give **30 calendar days'** notice before the change.

Dishonour retry clause

If your customer's bank dishonours a direct debit with "INSUFFICIENT FUNDS" or "REFER TO DEBTOR" you may send a direct debit for the same amount within 5 business days of the original transaction without giving notice.