HERTFORDSHIRE SPORTSVILLAGE

Polyfield Property Ltd

DIRECT Debit

Instruction to your bank or building society to pay by Direct Debit

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

Polyfield Property Limited
Hertfordshire Sports Village
de Havilland Campus
Hatfield Business Park
Hatfield
Herts
AL10 9EU

Service user number

4	1	4	9	6	5

FOR POLYFIELD PROPERTY LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

If the account details on this mandate are not in the same name as the member please complete the payers contact details section below:

Payers name:

Payers address:

Payers email:

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

H	S	V															

Instruction to your bank or building society
Please pay **Polyfield Property 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 **Polyfield Property Ltd** 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

DDI1

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 **Polyfield Property Ltd** will notify you **3** working days in advance of your account being debited or as otherwise agreed. If you request **Polyfield Property 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 **Polyfield Property 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 **Polyfield Property 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 us.