



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

Sands  
3<sup>rd</sup> Floor  
28 Portland Place  
London  
W1B 1LY

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 Number

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

Service User Number (SUN)

2 5 0 6 4 3

FOR PSL re Sands OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.  
**Important** – Please complete these details:

Account Holder(s) Name & Address:

Name:

Address:

Postcode:

Email Address:

**Instruction to your bank or building society**

Please pay PSL re Sands 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 PSL re Sands 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

DD11

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 PSL re Sands will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request PSL re Sands 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 PSL re Sands 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 PSL re Sands 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.