



Please complete this form and send it (no stamp needed) to:  
**Celerity Payroll Services Ltd T/a  
 PAYLINE  
 36-37 Newhave Enterprise Centre  
 Denton Island, Newhaven  
 BN9 9BA**

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

Name(s) of Account Holder(s)


Originators Identification Number:

6	8	4	3	7	3
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Bank/ Building Society Account Number:

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Reference Number: (For office use only, please leave blank)

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Branch Sort Code:

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### Instruction to your Bank or Building Society.

Please pay to Celerity Payroll Services 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 Celerity Payroll Services 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	
Post Code	

Signature(s)
Date

PAYLINE FILE MANAGER

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

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

- If the amounts to be paid or the payment dates change, Celerity Payroll Services Limited will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Celerity Payroll Services Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.