

Sunley Communications Group



Converged Voice and Data Experts

6 Flamstead End Rd
Cheshunt
Hertfordshire
EN8 0HH

Call us on : 01992 645040

e-mail us @ : info@sunleygroup.com
Visit us @ : www.sunleygroup.com

-Voice - Data - Mobile - Document -
SOLUTIONS PROVIDER



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:

6 Flamstead End Road
Cheshunt
Hertfordshire
EN8 0HH

Service User Number

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FOR RSM 2000 re Sunley Communications Ltd OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay RSM 2000 re Sunley Communications 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 RSM 2000 re Sunley Communications Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference

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Banks and Building Societies may not accept Direct Debit Instructions from 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 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 RSM 2000 re Sunley Communications Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by RSM 2000 re Sunley Communications Ltd 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.