

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

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

The Environment Exchange  
Hudson House  
8 Albany Street  
Edinburgh EH1 3QB

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/Building Society:

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference Number

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Originator's Identification Number:

**7 0 4 3 0 6**

FOR THE ENVIRONMENT EXCHANGE  
OFFICIAL USE ONLY

Instruction to your Bank or Building Society:

Please pay The Environment Exchange 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 The Environment Exchange and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

### The Direct Debit Guarantee



- This guarantee is offered by all Banks & 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/Building Society.
- If the amounts to be paid or the payment dates change The Environment Exchange (t2e) will notify you 3 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by t2e or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel your Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.