

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

Pitney Bowes Limited  
 Direct Debit Collections  
 Langlands House  
 130 Sandringham Avenue  
 Harlow  
 CM19 5QA  
[direct.debit@pb.com](mailto:direct.debit@pb.com)

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

Service User Number

9	9	3	6	1	3
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Name(s) of Account Holder(s)


Bank/Building Society Number

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Branch Sort Code

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**FOR PITNEY BOWES OFFICIAL USE ONLY**  
 This is not part of the instruction to your Bank or Building Society

**Division  
 UK Pitney Bowes Limited**

Case: DB PB UK January 2025

**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 Pitney Bowes Limited 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 Pitney Bowes Limited and if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date

**Reference (Pitney Bowes Lease Agreement No.)**

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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 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, Pitney Bowes Limited will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Pitney Bowes Limited to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Pitney Bowes Limited 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 Pitney Bowes Limited 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.