

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

Pitney Bowes Limited  
 Direct Debit Collections  
 Building 5 Trident Place  
 Hatfield Business Park  
 Mosquito Way  
 Hatfield, Hertfordshire  
 AL10 9UJ  
 Direct.debit@pb.com

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

Service User Number

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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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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Reference

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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**

- Direct Debits on this instruction will be used solely for the supply of Postage.
- As you are aware by the terms of the Pitney Bowes Account Agreement you must have funds within your account in order to reset (refill) your Postage Meter. Direct debiting is the most efficient and reliable way to re-credit your Pitney Bowes Account.
- Use of the Direct debiting scheme reduces our administration costs and enables us to charge a lower resetting Transaction charge for Users agreeing to operate by Direct Debits
- A Direct Debit will be raised no earlier than four working days following the issue of the postage meter resetting codes

Please tick here for outstanding items to be collected by Direct Debit

**Contact Email** (for advanced notification of DD claim amounts & dates of collection)

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Case:  DD PP UK June 2020

**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

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

This guarantee should be detached and retained by the Payee

## 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.