



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

Originator's identification number

**836045**

Newsquest (Northwest) Ltd reference

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

Newsquest LTD  
Newspaper House  
50-54 Church Street  
Blackburn  
Lancs  
BB1 5AL

Name(s) of Account Holder(s)


Bank/Building Society Account Number

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Branch Sort Code

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To: the Manager	Bank/Building Society
Address:	
Postcode:	

**Instruction to your Bank or Building Society.**

Please pay Newsquest (North West) 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 Newsquest (North West) Ltd and if so details will be passed electronically to my bank or building society.

House Number

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Postcode

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Signature(s):

Date:

Banks and Building Societies may not accept Direct Debit Instructions for some type of accounts

**DD12**

**This guarantee should be detached and retained by the Payer**



**The Direct Debit Guarantee**

- The Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debit
- If there are any changes to the amount, date or frequency of your Direct Debit Newsquest (North West) LTD will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Newsquest (North West) LTD 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 Newsquest (North West) Ltd 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 that you are not entitled to, you must pay it back when Newsquest (North West) 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 notify us.

## Direct Debit – Your Questions Answered

Q Can I cancel a *Direct Debit* Instruction?

A Yes. Instructions can be cancelled by writing to your Bank or Building Society. Send a copy of the cancellation to Newsquest Ltd.

Q What happens if a mistake is made?

A If an error is made by Newsquest LTD or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank or Building Society of the amount paid.

Q What if I have insufficient funds in my account to pay a *Direct Debit*?

A The payment will normally be re-presented within a few days.

Q What sort of account do I need to use Direct Debits?

A Most current accounts at Banks and Building Societies can be used and make Direct Debits payments. Some special deposit accounts now allow them too  
-just ask your branch.

Q Can any organisation collect money by Direct Debit?

A No. Banks and Building Societies only permit organisations with known integrity and sound financial and administrative capabilities to collect money by Direct Debit.

Q Will I receive my bills?

A Yes, but they will only be for information and to check against your Bank or Building Society statement.

