



Duty Deferment Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the form and send it to:

HM Customs & Excise, A&CG's Branch 6, Central Deferment Office, 10th Floor SE,
Alexander House, 21 Victoria Avenue, Southend on Sea, Essex, SS99 1AA.

Name and full postal address of your Bank or Building Society:

The Manager	(Bank/Building Society)
Address	
.....	
.....	
.....	
.....	
..... Postcode	

Originator's Identification Number

9	9	0	2	9	5
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Reference Number

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Deferment Approval Number (DAN)

Fold here

Name(s) of account holder(s) (from the bottom right hand corner of your cheque) <hr/> <hr/>
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Fold here

Instruction to your Bank or Building Society.

Please pay HM Customs & Excise 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 HM Customs & Excise and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number <table border="1"> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>										

Branch Sort Code (from the top right hand corner of your cheque) <table border="1"> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>						

Signature(s) _____
Status _____
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 Payer.

The Direct Debit Guarantee	
<ul style="list-style-type: none"> • 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 HM Customs and Excise will give you less than 14 days notice. • If an error is made by HM Customs & Excise 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 the letter to us. 	