

Please complete this form and send it (no stamp needed) to:
Celerity Payroll Services Ltd T/a PAYLINE
Freepost RRRS-ZTCL-GEUG
36-37 Newhaven Enterprise Centre
Denton Island
Newhaven
BN9 9BA

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

Name(s) of Account Holder(s)

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Originators Identification Number:

6	8	4	3	7	3
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Bank/ Building Society Account Number:

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Reference Number: (For office use only, please leave blank)

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Branch Sort Code:

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Instruction to your Bank or Building Society.

Please pay to Celerity Payroll Services Ltd (Payline) 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 Celerity Payroll Services Ltd and, if so, details will be passed electronically to my Bank/Building Society

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/ Building Society
Address	
Post Code	

Signature(s)
Date

CELERITY FILE MANAGER

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

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 Payline will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Payline to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Payline 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 Payline 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.