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

Please fill in the whole form and send it to:

Email: directdebits@phs.co.uk

Post: phs Group, Block B, Western Industrial Estate, Caerphilly, United Kingdom, CF83 1XH

Service user number

9	5	7	6	4	5

phs customer account number

FOLD LINE

Name(s) of account holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of you Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society

Please pay Personnel Hygiene Services 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 Personnel Hygiene Services 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 Payer.

The Direct Debits 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 Personnel Hygiene Services Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Personnel Hygiene Services Limited 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 Personnel Hygiene Services 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 Personnel Hygiene Services 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 notify us.