INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and send it to: National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses). Sir Frank Whittle Way, Blackpool Business Park, Blackpool, Lancashire. FY4 2FE

NAME AND FULL POSTAL ADDRESS OF YOUR BANK OR BUILDING SOCIETY BRANCH

TO: THE MANAGER ..... BANK / BUILDING SOCIETY

ADDRESS: .....

..... POSTCODE: .....

NAME(S) OF ACCOUNT HOLDER(S)

BANK / BUILDING SOCIETY ACCOUNT NO.

BRANCH SORT CODE

FOR National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) **OFFICIAL USE ONLY.** This is not part of the instruction to your bank or building society.

Federation of Small Businesses is the trading name of the National Federation of Self Employed & Small Businesses Ltd

SERVICE USER NUMBER 9 8 3 2 7 6

REFERENCE

Instruction to your Bank or Building Society

Please pay National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) 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 National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) 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 Instruction 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 National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) 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 National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) 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 National Federation of Self Employed & Small Businesses Ltd (trading as Federation of Small Businesses) 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.