



[americanexpress.co.uk/merchant](http://americanexpress.co.uk/merchant)

Please check and complete the whole form including the official use only box using a ball point pen and send it to:-

American Express Payment Services Limited  
52-01-007  
PO Box 72  
1 John Street  
Brighton BN88 1NH

To: The Manager      Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

Branch Sort Code

Bank / Building Society Account Number

Reference Number (American Express Merchant Number)

**GROSS PAY**



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

Service User Number  
**9 4 8 4 1 2**

FOR AMERICAN EXPRESS PAYMENT SERVICES LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society  
Merchant Name

Address

Postcode

**Instruction to your Bank or Building Society**  
Please pay American Express Payment 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 American Express Payment 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.

PLEASE TEAR ALONG HERE

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 American Express Payment Services Limited will notify you five working days in advance of your account being debited or as otherwise agreed. If you request American Express Payment 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 American Express Payment 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 American Express Payment 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 also notify us.

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American Express Payment Services Limited is authorised in the United Kingdom by the Financial Services Authority under the Payment Services Regulations 2009 (reference number 484347) for the provision of payment services.