

t: 020 8870 8635  
 accounts@entryphone.co.uk  
 www.entryphone.co.uk

**Instruction to your bank or building society  
 to pay by Direct Debit**

Please fill in the whole form and send it to:

The Entryphone Company Ltd  
 23 Granville Road  
 London  
 SW18 5SD

Service User Number:

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**ENTRYPHONE OFFICIAL USE ONLY**  
 This is not part of the Instruction to your Bank or Building Society.

Name(s) of Account Holder(s):

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Bank/Building Society Account Number:

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Branch Sort Code:

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Name and Full Postal Address of your Bank or Building Society:

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society:

Please pay The Entryphone Company Limited Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Entryphone Company Limited and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Our reference	Your reference (max 14 characters)

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

**This portion should be detached & 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 The Entryphone Company Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Entryphone Company 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 The Entryphone Company 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 The Entryphone Company 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.