

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



Please fill in the whole form using a ball point pen and send to:  
Isle of Man Post Office, Spring Valley, Douglas, ISLE OF MAN, IM2 1AA

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

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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Service user number

6	5	9	0	0	4
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Reference

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FOR ISLE OF MAN POST OFFICE OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**Instruction to your bank or building society**

Please pay Isle of Man Post Office 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 Isle of Man Post Office 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 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 Isle of Man Post Office will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Isle of Man Post Office 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 Isle of Man Post Office 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 Isle of Man Post Office 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.