

# Instructions 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**

Name of Bank/Building Society
Address
Postcode

**Name(s) of Account Holders**

--

**Bank/Building Society Account Number**

--	--	--	--	--	--	--	--	--	--

**Branch Sort Code**

--	--	--	--	--	--

**Originator's Identification Number**

6	5	9	0	0	4
---	---	---	---	---	---

**Reference Number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Instructions 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

Isle of Man Post Office's Privacy Notice is available to view at [www.iompost.com/Privacy](http://www.iompost.com/Privacy). Should you have any queries please contact the Isle of Man Post Office's Data Protection Officer on +44 (0)1624 698485 or [dpo@iompost.com](mailto:dpo@iompost.com)



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.