



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

Please complete this form and return with the remittance advice to:

T&F Informa UK Ltd
Receipts Dept
Sheepen Place,
Colchester,
Essex, CO3 3LP

What is Direct Debit?

Direct Debit is a simple, safe and speedy way for a payer to pay regular bills, donations and subscriptions automatically.

The payer agrees with the company the amount to be collected and the date of payment. From then on the amount will be deducted from the payer's bank account on a regular basis.

The company can only take out the agreed amount. If the amount or the collection dates change, the payer must be notified first.



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:

T&F Informa UK Ltd, Receipts Dept, Sheepen Place, Colchester, Essex, CO3 3LP

1. Name and full postal address of your Bank / Building Society

To the manager	Bank / Building Society
Address:	
Postcode	

2. Name(s) of account holder(s)

3. Bank / Building Society account number

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4. Branch sort code (Top right corner of cheque)

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5. Originator's Identification number

6	8	0	1	2	7
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6. Reference

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7. Instruction to your Bank or Building Society:

Please pay T & F Informa UK Ltd Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit scheme. I understand that this instruction may remain with T & F Informa UK Ltd 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 from 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 take part in the Direct Debit Scheme.
The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change T & F Informa UK Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by T & F Informa UK Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.
Please also send a copy of your letter to us.