Instruction to your bank or building society to pay Direct Debits

Please complete the relevant section and send it to Virgin Money at the below address.

Service User Number

9	3	0	4	1	0

1. Please write in the box below the full postal address of your bank branch through whom you wish to arrange payments.

To the Manager

_____ Bank

_____

_____

Post Code

2. Name of account holder

3. Sort Code

__ __ – __ __ – __ __

4. Bank or building society account number

5. Virgin Money reference

Office use only

For Virgin Money use only

This is not part of the instruction to your bank/building society

Mortgage account number

–

6. Your instruction to the bank and signature

Please pay Virgin Money (a trading name of Clydesdale Bank PLC) 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 Virgin Money and, if so, details will be passed electronically to my bank/building society.

Signature(s) _____

Date _____

Banks and building societies may not accept Direct Debits for some types of account.

Clydesdale Bank PLC (trading as Virgin Money). Registered in Scotland (Company No. SC001111). Registered office: 30 St Vincent Place, Glasgow, G1 2HL.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

VMP157V5

Standing Order cancellation

Please cancel my/our standing order authority in favour of the following with effect from _____

Beneficiary: Virgin Money

Reference number

Name of account holder

Bank or building society account number

The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer

- 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 Virgin Money (a trading name of Clydesdale Bank PLC) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Virgin Money 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 Virgin Money 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 Virgin Money 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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