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

**Please fill in the whole form including official use box using a ball point pen and send it to:**

RCP Parking Limited
15 The Close
Norwich
Norfolk
NR1 4DZ

**Service user number**

| 2 | 7 | 0 | 3 | 8 | 5 |
|---|---|---|---|---|---|

**Your contact telephone number:**

FOR RCP PARKING LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

**Name(s) of account holder(s)**

**Bank/building society account number**

**Branch sort code**

**Name and full postal address of your bank or building society**

To: The Manager — Bank/building society

Address

Postcode

**Your RCP Account Reference (if Known)**

**Instruction to your bank or building society**

Please pay RCP Parking Ltd 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 RCP Parking 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 for some types of account

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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 RCP Parking Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request RCP Parking Ltd 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 RCP Parking Ltd 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 RCP Parking Ltd 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.