



**TELECOMS AUDIT**  
BUREAU



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

**Please fill in the whole form and send it to**

Credit Control Department  
The Telecoms Audit Bureau Ltd  
1 Victoria Square,  
Birmingham,  
B1 1BD

**Service user number**

8 3 9 1 4 6

**FOR The Telecoms Audit Bureau 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	

**Instruction to your Bank or Building Society:**

Please pay 9 Group Re The Telecoms Audit Bureau 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 9 Group Re The Telecoms Audit Bureau and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

**The Telecoms Audit Bureau Retail account no.**

  


**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 9 Group Re The Telecoms Audit Bureau will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request 9 Group Re The Telecoms Audit Bureau 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 9 Group Re The Telecoms Audit Bureau 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 9 Group Re The Telecoms Audit Bureau 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.