



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  
Blue Square House  
24 Bennetts Hill  
Birmingham  
B2 5QP

Service user number:

8 3 9 1 4 6

**FOR The Telecoms Audit Bureau 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

The Telecoms Audit Bureau Ltd Account No:

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

Please pay Club Comms Re The Telecoms Audit Bureau 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 Club Comms Re The Telecoms Audit Bureau 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

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