



## Duty Deferment

**Please send the completed form to:**

HMRC Banking Operations  
Central Deferment Office  
8th Floor North Central  
Alexander House  
21 Victoria Avenue  
SOUTHEND-ON-SEA  
Essex SS99 1AA

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

Andrew Duddy

**Bank/Building society account number**

7	0	0	1	2	5	2	1
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**Branch sort code**

4	0	4	7	6	4
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**Name and full postal address of your bank/building society**

To: The Manager

Bank/building society

First Direct	
Address 40 Wakefield Road	
Stourton	
LS98 1FD	Postcode SS1 1TJ

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

**Service user number**

9	9	0	2	9	5
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**Reference number**

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**Instruction to your bank or building society**

Please pay HM Revenue & Customs 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 HM Revenue & Customs 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 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 HM Revenue & Customs will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue & Customs 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 HM Revenue & Customs 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 HM Revenue & Customs 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.