



Please fill in the whole form including official use box using a ball point pen and post back us in the enclosed reply paid envelope.

**Royal Mail Group Ltd**

Royal Mail PO Box Team  
Dearne House  
Cortonwood Drive  
Brampton  
BARNLEY  
S73 0UF

Name(s) of account holder(s)

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Bank/building society account number

|  |  |  |  |  |  |  |  |  |  |  |
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Branch sort code

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Name and full postal address of your bank or building society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/building Society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

Reference (Royal Mail Account Number)

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

Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 5 | 5 | 8 | 7 | 7 |
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FOR ROYAL MAIL GROUP LTD OFFICIAL USE ONLY

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

Please select your PO Box service, the amount\* and frequency of the direct debit payments you want to make.

| PO Box Service Type        | Monthly <sup>1</sup>            | 6 monthly <sup>2</sup>           | 12 monthly <sup>3</sup>          |
|----------------------------|---------------------------------|----------------------------------|----------------------------------|
| Collect                    | £31.50 <input type="checkbox"/> | £156.00 <input type="checkbox"/> | £270.00 <input type="checkbox"/> |
| Deliver                    | £33.00 <input type="checkbox"/> | £183.00 <input type="checkbox"/> | £342.00 <input type="checkbox"/> |
| Transfer of Street Address | £39.00 <input type="checkbox"/> | £216.00 <input type="checkbox"/> | £396.00 <input type="checkbox"/> |

\*All prices are inclusive of VAT.

<sup>1</sup>Minimum of 3 months payment.

<sup>2</sup>Direct Debit payment taken every 6 months.

<sup>3</sup>Payment taken once a year.

### Instruction to your bank or building society

Please pay **Royal Mail Group 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 **Royal Mail Group 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

DDI1

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 **Royal Mail Group Ltd** will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request **Royal Mail Group 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 **Royal Mail Group 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 **Royal Mail Group 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.

