

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Originator's Identification Number

2 4 7 7 2 8

Novia Client Services
PO Box 4328
BATH
BA1 0LR

FOR Novia OFFICIAL USE ONLY
This is not part of the Instruction to your
Bank/Building Society

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society Account number

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank/Building Society*

Please pay Novia Financial plc 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 Novia 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 accounts.

*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 Novia will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Novia to collect 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 Novia or your bank or building society, you are entitled to a full and immediate refund from your bank or building society
 - If you receive a refund you are not entitled to, you must pay back when Novia 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.