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|  | | | | | | | | | | |  | 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:** | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | |
| MTA  62 Bayswater Road  London  W2 3PS | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | **Originator's Identification Number** | | | | | | | | | | | | | | | | | |
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| **Name(s) of Account Holder(s)** | | | | | | | | | | |  | **Reference Number** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | **M** | **E** | **M** | **B** | **E** | **R** | **S** | **H** | **I** | **P** |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | |  | Instruction to your Bank or Building Society Please pay MTA 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 MTA and, if so, details will be passed electronically to my Bank/Building Society. | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | |  | Signature(s) | | | | | | | | | | | | | | | | | |
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| Banks and Building Societies may not accept Direct Debit Instructions for some types of account  DDI2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This guarantee should be detached and retained by the Payer.

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| 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 MTA will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request MTA 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 MTA 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 MTA 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 send a copy of your letter to us. |
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