



# Instruction to your bank or building society to pay by direct debit

Please fill in the whole form and send it to:  
Zurich Corporate Risk, PO Box 3512, Swindon, SN3 9AH  
Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

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### Instruction to your bank or building society

Please pay Zurich Assurance 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 Zurich Assurance Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)


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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Reference

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Date

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Banks and building societies may not accept direct debit instructions for some types of account

This is not part of the instruction to your bank or building society and must be detached by Zurich Assurance Ltd before submission to the paying bank.

### Bank account holder declaration

I understand Zurich may use a reference agency for identification verification and fraud checking purposes.

Signature(s)


Scheme name

Policy number

If another company makes the payments on this plan, please confirm the registration number:

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Date

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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, Zurich Assurance Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Zurich Assurance 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 Zurich Assurance 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 Zurich Assurance 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.

Zurich Corporate Risk

Please let us know if you would like a copy of this in large print, braille or on audio tape or CD.

Zurich aims to create a great reputation for service innovation, exceptional people and service delivery in the Corporate Risk market.  
**Zurich Corporate Risk – always working for your business**