



# Direct Debit Mandate

## What you need to do

### To ensure your application is not delayed:

- ☐ Please complete all sections in BLOCK CAPITALS
- ☐ Please ensure the correct person/s sign the Mandate.

## Where to send form:

FREEPOST LICENCE NO. RSUX-CJRA-KULS  
BARCLAYCARD COMMERCIAL  
PO BOX 4000  
WIGSTON  
LE18 9EN

Alternatively, you can scan and e-mail a copy of the completed form to:

[CBC.Customer@barclaycard.co.uk](mailto:CBC.Customer@barclaycard.co.uk)

For more information, please visit [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

### 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 Barclaycard Commercial will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Barclaycard Commercial 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 Barclaycard Commercial 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 Barclaycard Commercial 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.

### Originator's ID No. 431084

Please complete all sections below.

Name of account (as shown on cheque book)

Name of bank or building society

Branch sort code

  -   -  

Bank or building society account number

### Instruction to your bank or building society

Please pay Barclaycard Commercial 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 Barclaycard Commercial and, if so, details will be passed electronically to my bank/building society.

Barclaycard Commercial Account Number

(as shown on the top of your Barclaycard Commercial monthly statement)

Please sign below to authorise your Direct Debit Mandate.

Signature

Name

Date

  /   /    

If your Organisation requires two signatures to authorise a Direct Debit, please also complete;

Signature

Name

Date

  /   /