



Service User Number

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

9 3 0 7 7 2

Please fill in the whole form including official use box (using a ballpoint pen) and send it to:

Orsted Sales (UK) Limited, 5 Howick Place, London, SW1P 1WG

1. Name and full postal address of your Bank or Building Society

To: The Manager

Bank or Building Society: _____

Address: _____

Postcode:

2. Name(s) of account holder(s)

3. Branch sort code

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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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4. Bank / Building Society account number

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Reference

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FOR ORSTED SALES (UK) LTD OFFICIAL USE ONLY
 This is not part of the instruction to your bank or Building Society

Source ID

Orsted Sales (UK) Ltd Account No

5. Instruction to your Bank or Building Society

Please pay Orsted Sales (UK) 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 Orsted Sales (UK) 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

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, Orsted Sales (UK) Ltd will notify you 8 working days in advance of your account being debited, or as otherwise agreed. If you request Orsted Sales (UK) 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 Orsted Sales (UK) 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 Orsted Sales (UK) 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

How to make it easier to buy your energy:

- Please complete the boxes numbered 1 to 5 above
- Return the top part, signed, to Orsted Sales (UK) Ltd (in the prepaid envelope), keeping the Direct Debit Guarantee for your files
- Funds will be drawn from your bank on your contract due date
- The Direct Debit Guarantee allows you to cancel at any time
- If you have any questions about paying by Direct Debit, please call 0800 0568 102