



Government Procurement Service *supplier*



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

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

Corona Energy Retail 4 Limited
Edward Hyde Building
38 Clarendon Road
Watford
WD17 1JW

Originator's Identification Number

6 2 5 7 3 6

FOR CORONA ENERGY RETAIL 4 LIMITED
OFFICIAL USE ONLY
This is not a part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank/Building Society account number

[Empty box for Bank/Building Society account number]

Branch Sort Code

[Empty box for Branch Sort Code]

Name and full postal address of your Bank or Building

To: The Manager
Address
Postcode

PAYMENT DATE - (please tick)
On or around the 20th of the month []
On or around the 30th of the month []

Instruction to your Bank or Building Society

Please pay Corona Energy Retail 4 Limited 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 Corona Energy Retail 4 Limited and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)
Date

Reference Number (for use by Corona Energy Retail 4 Limited only)

[Empty box for Reference Number]

Banks and Building Societies may not accept Direct Debits Instructions from some types of accounts

This Guarantee should be detached and retained by 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 Corona Energy Retail 4 Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
• If an error is made in the payment of your Direct Debit by Corona Energy Retail 4 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 Corona Energy Retail 4 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.