

Instruction to your bank or building society to pay by Direct Debit

Please complete in ballpoint pen and return to:

British Gas, Business Customer Operations, Winnall Down Farm, Alresford Road, Winchester SO21 1FP

Reference number:

Name and full postal address of your bank or building society

To:

Address:

Postcode:

Name of account holder 1

Signature

Name of account holder 2

Signature

Service user number:

Instruction to your bank or building society

Please pay British Gas Business 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 British Gas Business and, if so, details will be passed electronically to my bank/building society.

Please include all signatures that are required to authorise payments from this account.

British Gas is a trading name of British Gas Trading Limited.

Origin office address: British Gas, Spinneyside Offices,

Penman Way, Grove Park, Leicester LE19 1SZ.

Registered in England No. 3078711. Registered office:

Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD.

Bank/building society account number:

Branch Sort Code:

Date:

Banks and building societies may not accept Direct Debit instructions for some types of account.



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, British Gas Business will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request British Gas Business to collect 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 British Gas Business 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 British Gas Business 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.