

direct debit instruction form



Please read the enclosed correspondence very carefully.

Complete the direct debit instruction (Section A and B) below and return sections A & B intact, to the address shown on your insurance documents.

The Direct Debit Guarantee

If you have any queries, please contact your Zurich Commercial branch.

1. This guarantee is offered by all banks and building societies that take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
2. If the amounts to be paid or the payment dates change, Zurich Insurance Company, will notify you five working days in advance of your account being debited or as otherwise agreed.
3. If an error is made by Zurich Insurance Company, or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
4. You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to your Zurich Commercial branch.



Section A

This is not part of the Instruction to your Bank or Building Society and must be detached by Zurich Insurance Company before submission to the Paying Bank

Policy number	<input type="text"/>	Name	<input type="text"/>
Branch	<input type="text"/>	Address	<input type="text"/>
Telephone Number	<input type="text"/>		

Zurich Insurance Company a limited company incorporated in Switzerland Registered in the canton of Zurich no. CH-020.3.929.583-0
UK branch registered in England no. BR 105 UK Head Office Zurich House, Stanhope Road, Portsmouth, Hampshire PO1 1DU
Authorised and regulated by the Financial Services Authority.

109607A02 (ZCYAS471.03) (11/04) AW

Section B



Instruction to your Bank or Building Society to pay Direct Debits



Please complete parts 1 – 5 using a ball point pen

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

To: The Manager	<input type="text"/>
	Bank or Building Society
Address	<input type="text"/>

2. Name(s) of Account Holder(s)

3. Branch sort code (from the top right-hand corner of your cheque)

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Originators Identification Number

9	4	8	0	1	3
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4. Bank or Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Reference number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. Instruction to your Bank or Building Society

Please pay Zurich Insurance Company direct debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Zurich Insurance Company and if so my details will be passed electronically to my bank/building society.

Signature(s) of Account Holder(s)

<input type="text"/>	Date
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.