Chiene + Tait LLP

Chartered Accountants

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

Please fill in the whole form using a ball point pen and send to:

Accounts Department
Chiene + Tait LLP
61 Dublin Street
Edinburgh
EH3 6NL

Service User Number

1	6	8	7	2	2

For Chiene + Tait LLP Official Use Only

This is not part of the instruction to your bank or building society

Client's Name

Our Reference

Name(s) of Account Holder(s)

Account Number

Branch Sort Code

Instruction to your bank or Building Society

Please pay Chiene + Tait LLP's Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee

I understand that this Instruction will remain with Chiene + Tait LLP and, if so, details will be passed electronically to my Bank/ Building Society.

Name and Full Postal Address of Bank or Building Society

The Manager

Post Code:

Signature(s)

(1)

(2)

Date

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, Chiene + Tait LLP will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Chiene + Tait LLP 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 Chiene + Tait LLP 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 Chiene + Tait LLP 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.