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

Sodexho PASS
Service Vouchers and Cards

Please fill in the whole form including official use box using a ball point pen and send it to:

Finance Dept.
Sodexho Pass Ltd
Unit 5 Albany Court
Albany Business Park
Frimley Road
Camberley
Surrey
GU16 7QR

Originator's Identification Number

6	7	4	8	3	2

FOR Sodexho Pass Ltd OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society
Please pay Sodexho Pass 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 Sodexho Pass Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number (to be filled in by Sodexho Pass Ltd)

Banks and Building Societies may not accept Direct Debit Instructions from 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 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.
- If the amounts to be paid or the payment dates change Sodexho Pass Ltd will notify you 1 working day in advance of your account being debited or as otherwise agreed.
- If an error is made by Sodexho Pass Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 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 us.