



# 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 it to:

MTA 62 Bayswater Road London W2 3PS
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### Originator's Identification Number

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### Name(s) of Account Holder(s)


### Reference Number

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### Bank/Building Society account number

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### Branch Sort Code

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### 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 MTA 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 MTA and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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This guarantee should be detached and retained by the Payer.

<div data-bbox="1093 1646 1396 1747" data-label="Image"></div> <div data-bbox="662 1697 927 1861" data-label="Section-Header"><h2>The Direct Debit Guarantee</h2></div> <div data-bbox="287 1908 1415 2154" data-label="List-Group"> <ul style="list-style-type: none"> <li>• This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.</li> <li>• If there are any changes to the amount, date or frequency of your Direct Debit MTA will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request MTA to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>• If an error is made in the payment of your Direct Debit, by MTA 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 MTA asks you to.</li> <li>• You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.</li> </ul> </div>
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