aberdeen

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

Please complete the whole form and send it to us using the address below.

PRIVATE AND CONFIDENTIAL

Aberdeen Elevate
PO Box 6877
Basingstoke
RG24 4RT

DIRECT Debit

Bank/Building Society account number		Service user number	5 5 9 5 8
Branch sort code		Reference (Your Elevate account number)	E L
Name(s) of account holder(s)			

Name and full postal address of your Bank or Building Society

Instruction to your Bank or Building Society

Please pay Elevate Portfolio Services 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 Elevate Portfolio Services Ltd and, if so, details will be passed electronically to my Bank/ Building Society.

To: the Manager

Bank/Building Society			
Address		Signature(s)	**SIGN HERE**
Postcode		Date	

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

The Direct Debit Guarantee – this guarantee should be detached and retained by the payer.

DIRECT Debit

- 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, Elevate Portfolio Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Elevate Portfolio Services Ltd 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 Elevate Portfolio Services Ltd 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 Elevate Portfolio Services Ltd 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.

Elevate Portfolio Services Limited is part of the Aberdeen Group, which comprises Aberdeen Group plc and its subsidiaries.

Elevate Portfolio Services Limited is registered in England (01128611) at 280 Bishopsgate, London, EC2M 4AG, and authorised and regulated by the Financial Conduct Authority.

SLE0189 0326