

DIRECT DEBITING INSTRUCTION

INSTRUCTION TO YOUR BANK TO PAY DIRECT DEBITS



Please complete Parts 1 to 4 to instruct your Bank to make payments directly from your account

1. To the Manager (Branch name and full postal address)

2. Name of Account to be debited.
(Maximum 18 characters)

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3. Bank Sort Code and Account Number

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Banks may refuse to pay Direct Debits from some types of accounts

Confirmation that the above Bank Account details are correct.

Bank Brand

Originator's ID Number

3	0	2	0	7	6
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After signature, please return this form to:

**Office of the Revenue Commissioners,
Customs Division,
AEP Accounts,
Government Offices,
Nenagh,
Co. Tipperary.**

Revenue Identification Number
(For official use only)

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4. Your instructions to the Bank and signature

- I instruct you to pay direct debits from my account at the request of the Revenue Commissioners.
- The amounts are variable and may be debited on various dates.
- I understand that the Revenue Commissioners may change the dates only after giving me prior notice
- I will inform the bank in writing if I wish to cancel this instruction
- **PLEASE CANCEL ALL PREVIOUS DIRECT DEBITING INSTRUCTIONS IN FAVOUR OF THE REVENUE COMMISSIONERS UNDER THE ABOVE REVENUE IDENTIFICATION NUMBER.**
- I understand that if any Direct Debit is paid which breaks the terms of this Instruction, the Bank will make a refund.

Signature(s) _____

Date _____

The Direct Debit Guarantee

- This is a guarantee provided by your own Bank as a member of the Direct Debit scheme, in which banks and originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then
 - ♦ Your direct Debit Originator will notify you in advance of the amounts to be debited to your account.
 - ♦ Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected, subject to you so requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit instruction by writing in good time to your Bank.

PLEASE ENSURE THAT DEBITING BRANCH RETAIN A COPY OF THIS INSTRUCTION

AEP 3 (Rev. 6)

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