

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



Please fill in the whole form excluding the official use box using a ball point pen and send it to:
Unum, Milton Court, Dorking, Surrey RH4 3LZ



Name(s) of Account Holder(s) <input style="width: 90%;" type="text"/>							
Bank or Building Society Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Branch Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>						
Name and full postal address of your Bank or Building Society							
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>To: The Manager</td></tr><tr><td style="text-align: right;">Bank / Building Society</td></tr><tr><td>Address:</td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td style="text-align: right;">Postcode</td></tr></table>	To: The Manager	Bank / Building Society	Address:			Postcode	FOR UNUM OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society.
To: The Manager							
Bank / Building Society							
Address:							
Postcode							
Originator's Identification Number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px 5px;">8</td><td style="padding: 2px 5px;">3</td><td style="padding: 2px 5px;">6</td><td style="padding: 2px 5px;">6</td><td style="padding: 2px 5px;">6</td><td style="padding: 2px 5px;">1</td></tr></table>	8	3	6	6	6	1
8	3	6	6	6	1		
Reference Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Instruction to your Bank or Building Society Please pay Unum 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 Unum and, if so, details will be passed electronically to my Bank / Building Society.							
Signature(s) <input style="width: 400px; height: 30px;" type="text"/>	Date <input style="width: 150px; height: 30px;" type="text"/>						
Banks and Building Societies may not accept Direct Debit Instructions for some types of account							

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee	
<ul style="list-style-type: none">• 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 Unum will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Unum to collect a payment, confirmation of the amount and date will be given to you at the time of request.• If an error is made in the payment of your Direct Debit, by Unum 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.<ul style="list-style-type: none">◦ If you receive a refund you are not entitled to, you must pay it back when Unum 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.	