



Please fill in the whole form using a ball point pen and send it to the address below.

Avelo
Jessop House, Jessop Avenue, Cheltenham
Gloucestershire. GL50 3SH

Instruction to your bank or building society to pay by direct debit.

Name(s) of Account Holder(s)

Empty box for Name(s) of Account Holder(s)

Originator's Identification Number:

9 0 1 4 4 7

Bank/Building Society account number:

Empty box for Bank/Building Society account number

Reference:

Empty box for Reference

Branch Sort Code: (from the top right corner of your cheque)

Empty box for Branch Sort Code

Instructions to your bank or building society.

Please pay Avelo Portal Limited Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Avelo Portal Limited and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society:

Form with fields: To: The Manager, Bank or Building Society, Address, Post Code

Form with fields: Signature(s), Date

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

- 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 Avelo Portal Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If you request Avelo Portal Limited 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 Avelo Portal Limited 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 Avelo Portal Limited 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.

