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

Please fill in the whole form and send it to:
Aviva
PO Box 12010
Harlow CM20 9LG

Aviva application or reference number

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Name(s) of account holder(s)

Address of account holder(s)

Address

Postcode

Bank/Building Society account number

Branch sort code

– –

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Service User Number (SUN)

6	9	1	9	9	5

For Aviva official use only
This is not part of the Instruction to your Bank or Building Society

On which day each month (between the 1st and 28th) do you want the Direct Debit to be taken from your account?

Instruction to your Bank or Building Society
Please pay Aviva 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 Aviva and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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

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 Aviva will notify you at least ten working days in advance of your account being debited or as otherwise agreed. If you request Aviva 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 Aviva 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 Aviva 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.

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