



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

Please fill in the whole form using a ball point pen and send it to:

FREEPOST RSES-THJC-HZXC  
 NEWSQUEST NORTH WEST  
 DISTRIBUTION DEPT  
 HIGH STREET  
 BLACKBURN  
 BB1 1HT

Originator's Identification Number

8	3	6	1	5	2
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Name(s) of Account Holder(s)


Newsquest (Yorkshire & North East) Ltd. Reference:

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Bank/Building Society Account Number

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

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### Instruction to your Bank or Building Society

Please pay Newsquest (Yorkshire & North East) 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 Newsquest (Yorkshire & North East) Ltd. and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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

DD12

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 Newsquest (Yorkshire and North East) Ltd will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Newsquest (Yorkshire and North East) 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 Newsquest (Yorkshire and North East) 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 Newsquest (Yorkshire and North East) 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.