



Portsmouth Water Account Number

Please indicate choice of date by ticking one box. (Unfortunately no other dates are available).

1st  8th  15th  28th

Please indicate choice of option by ticking one box.

Once a year	<input type="checkbox"/>
Twice a year	<input type="checkbox"/>
Monthly over 8 months	<input type="checkbox"/>

E-mail Address

Telephone Number



## 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 to:  
Portsmouth Water Ltd, PO Box 99, HAVANT, PO9 1XX

Name(s) of Account Holder(s)

Bank or Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To The Manager of Bank/Building Society

Address

Postcode

Originator's Identification Number

9 9 7 4 0 4

Portsmouth Water Account Number

### Instruction to your Bank or Building Society

Please pay Portsmouth Water Ltd Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Portsmouth Water Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 Portsmouth Water Limited will notify you seven working days in advance of your account being debited or as otherwise agreed. If you request Portsmouth Water 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 Portsmouth Water 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 Portsmouth Water 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.



---

**Please detach this part and keep for information**



The Direct Debit will continue every year unless it is cancelled by you or your Bank or Building Society. Please note that we will not re-apply if a payment is returned by your Bank or Building Society. If you change address within our Area of Supply, your Direct Debit can be transferred to your new address. However, if you move out of our Area, we will cancel your Direct Debit and send you a closing account or a refund.

If you join our Scheme part of the way through the year, the full number of payments may not be available to you. For new occupiers only, we offer two additional monthly payments. When the payment(s) have been made the Direct Debit will continue on the standard scheme as above.

If the payment date falls on a weekend or on a Bank Holiday, the payment will be applied for on the next available working day. We will notify you seven working days before the first application is due of the amounts to be taken.

The Direct Debit Guarantee is supplied overleaf for your reference.

If you have any queries regarding Direct Debit or your account then please contact us either by letter to:

**Portsmouth Water Ltd, PO Box 99, HAVANT, PO9 1XX** or by telephoning **023 9249 9666** from 8.30am to 4.30pm Monday to Friday.

Registered Office: PO Box 8, West Street, Havant, Hants, PO9 1LG