



Port of Milford Haven



# 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:

**MILFORD HAVEN PORT AUTHORITY  
Finance Dept. - Direct Debits  
Gorsewood Drive  
MILFORD HAVEN  
Pembrokeshire  
SA73 3EP**

Service user number

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Name(s) of account holder(s)


Reference

M	H	P	A	M	M														
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Bank/building society account number

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Branch sort code

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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 Milford Haven Port Authority 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 Milford Haven Port Authority and, if so, details will be passed electronically to my bank/building society.

Signature(s)


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 Milford Haven Port Authority will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Milford Haven Port Authority 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 Milford Haven Port Authority 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 Milford Haven Port Authority 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.