

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay by Direct Debits.
- If there are any changes to the amount, date or frequency of your direct debit Top Service Ltd will notify you 21 days in advance of your account being debited or as otherwise agreed. If you request Top Service Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of request..
- If an error is made in the payment of your Direct Debit by Top Service 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 Top Service 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.