

When filling out this form by hand, please complete in BLOCK CAPITALS and in black ink. When filling out this form on screen, please use the tab key to move between the relevant fields. Ensure you do **not** use the return or enter keys.

**🔒 Your information**

For details of how we and others will use your information, please look for the padlock symbol below and in the accompanying Terms and Conditions or contact National Westminster Bank Plc, Commercial Cards Division, Cards Customer Services, PO Box 5747, Southend-on-Sea SS1 9AJ.

**All sections must be completed.**

**1. Business details**

Company/Organisation name \_\_\_\_\_

Billing unit name \_\_\_\_\_

Billing unit number (if you have an existing Card account, please insert your 16 digit account number as shown on your Summary Statement)

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Reporting unit name \_\_\_\_\_

**2. Cardholder details**

Title      Mr     Mrs     Miss     Ms     Other

If 'Other', please specify

First name       Middle name(s)

Surname

Name as you wish it to appear on the card

e.g. title, first name, middle initial and surname (max. 19 characters incl. spaces)

Residential address \_\_\_\_\_

Address line 2 \_\_\_\_\_

Address line 3 \_\_\_\_\_

Address line 4 \_\_\_\_\_

Postcode \_\_\_\_\_ Country of Residence \_\_\_\_\_

E-mail address \_\_\_\_\_

Security password \_\_\_\_\_ Date of birth (DDMMYYYY) \_\_\_\_\_

Nationality \_\_\_\_\_





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

NATWEST SOUTHEND CARD CENTRE  
 Commercial Cards Division  
 Cards Customer Services  
 PO Box 5747  
 Southend-on-Sea  
 SS1 9AJ

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

Service user number

7	5	4	3	7	0
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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR NATWEST SOUTHEND CARD CENTRE OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.  
*We will use your card number/billing number as your reference*

#### Instruction to your Bank or Building Society

Please pay NATWEST SOUTHEND CARD CENTRE 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 NATWEST SOUTHEND CARD CENTRE, and if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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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 NATWEST SOUTHEND CARD CENTRE will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request NATWEST SOUTHEND CARD CENTRE 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 NATWEST SOUTHEND CARD CENTRE 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 NATWEST SOUTHEND CARD CENTRE 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.