Courage & Co.
Re: SDLT.co.uk

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

Please fill in the whole form in ball point pen and send it to: SDLT.co.uk trading as Courage & Co, Rye Hill, Slaley, Hexham, Northumberland, NE47 0AH

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Originator's Identification Number

6	3	0	6	3	1

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

Instruction to your Bank or Building Society

Please pay Courage & Co 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 Courage & Co and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

DDI4

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

Cut off on the line above and retain this for your records.

This is not part of the Instruction to your Bank or Building Society and must be detached by you before sending to Courage & Co. for forwarding submission to the Paying Bank.

This direct debit mandate refers to your Conveyancing departments use of either or both of the Softwares known as;

- SDLT.co.uk which is the Electronic way of submitting your clients SDLT forms to Inland Revenue with yourselves acting as the agent
- ConveyProControl's progress report service which allows you to then allow your client and the associated matter referral, estate agent, lender, view the progress of the relevant conveyancing matter online.

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Courage & Co will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Courage & Co or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us at **Courage & Co, Rye Hill, Slaley, Hexham, Northumberland, NE47 0AH**