TotalEnergies

DIRECT Debit

To pay by Direct Debit

Please complete this form using a ballpoint pen and email it to **contactus@business.totalenergies.uk**

TotalEnergies Gas & Power
Beech Gate, Kingswood Fields,
Millfield Lane, Lower Kingswood,
Tadworth, KT20 6RP

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager: Bank Building Society:

Post Code:

Reference Number (To be completed by TotalEnergies Gas & Power Limited)

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

Service user number

1	0	0	4	6	5

Instruction to your Bank or Building Society

Please pay TotalEnergies Gas & Power Limited 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 TotalEnergies Gas & Power Limited and, if so, details will be passed electronically to my Bank/ Building Society.

Signature: Date:

Print Name:

Signature: Date:

Print Name:

This is not part of the instruction to your Bank or Building Society. Please complete the details below in full using the **name on your contract** with TotalEnergies Gas & Power Limited.

Position:

Contract or Company Name:

Post Code:

If you have an account number, please enter it here. Otherwise, if you are an electricity customer, please enter your MPAN (meter point administration number). If you are a gas customer, please enter your MPRN (meter point reference number).

If you wish to have multiple MPANs/MPRNs attached to this instruction, please e-mail **contactus@business.totalenergies.uk** with a complete list.

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

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

DIRECT Debit

- 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, TotalEnergies Gas & Power Limited will notify you 10 working days in Advance of your account being debited or as otherwise agreed. If you request TotalEnergies Gas & Power 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 TotalEnergies Gas & Power Limited or your bank or building 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 TotalEnergies Gas & Power Limited asks you to.
- You can cancel a Direct Debit at anytime by simply contacting your bank or building society. Written confirmation maybe required. Please also notify us.