

# DIRECT DEBIT FORM

# IMPORTANT INFORMATION ABOUT MONTHLY PREMIUMS

You can pay Monthly Premiums by Direct Debit from most current accounts at Banks and Building Societies. However, you must be at least 18 years old to arrange a Direct Debit.

- Please allow at least 14 days before the start or renewal date of your policy so we can arrange for you to pay Monthly Premiums by Direct Debit.
- If there is a delay, the first direct debit collected will include any Monthly Premiums already due. If a monthly Premium is not paid, your cover will end, but Tower Insurance will always give you 14 days' written notice before this happens. Monthly Premiums may be adjusted to reflect amendments you may make to your policy.
- Before you start paying monthly instalments we will send you an advance notice showing the amounts due and the dates on which, or immediately after which, debits will be made from your account.
- Should you wish to cancel your insurance please confirm in writing to us. Please also ask your Bank or Building Society to cancel your Direct Debit Instruction. Please also return to us the certificate(s) of insurance for any cancelled Motor or Employers' Liability insurance.
- Should your Bank or Building Society not honour a Direct Debit Instruction, cover under your policy will cease. However, before this cancellation takes effect we will give you written notice. Please see your policy for details.
- See overleaf for the safeguards assured by the Direct Debit Guarantee.

# PAYING FOR YOUR INSURANCE

Monthly Premiums by Direct Debit is the easiest and most convenient way to pay. You just complete the Direct Debit Instruction to pay Monthly Premiums from your Bank or Building Society account. Once you start paying there are no more forms to fill in – we will simply continue to apply to your Bank or Building Society for the monthly premium.

If you choose to pay by Direct Debit a small handling charge (maximum APR 13.7%) will be added to your annual premium, plus IPT at the current rate (where applicable).

Please see overleaf for more details about Monthly Premiums.

## 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 Tower Insurance Company Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tower Insurance Company Ltd 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 Tower Insurance Company 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 Tower Insurance Company 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.

**Please retain this for future reference**

## YOUR DETAILS

Please complete PART 1 (below) and PART 2 (overleaf) in all cases and return this form to: Tower Insurance Company Limited, Jubilee Buildings, 1 Victoria Street, Douglas, Isle of Man, IM99 1BF

### PART 1

Name	
Address	
Postcode	Telephone
Policy number	
Annual Premium (if known)	£
Policy commencement/renewal date	/ /
Preferred collection date	/ /

### PART 2

For monthly premiums by Direct Debit, please complete the 'DIRECT DEBIT INSTRUCTION' overleaf.

For office use only: Monthly Premiums ref.	
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# DIRECT DEBIT INSTRUCTION

## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Please fill in the whole of this form and send it to: Tower Insurance Company Limited, Jubilee Buildings, 1 Victoria Street, Douglas, Isle of Man, IM99 1BF.

### Name and full address of your Bank/Building Society

To: **The Manager,** ..... **Bank/Building Society**

Address
Postcode

Name(s) of Account Holder(s)

Branch Sort Code						
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Bank or Building Society account number								
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Service User Number	<b>9</b>	<b>8</b>	<b>3</b>	<b>7</b>	<b>8</b>	<b>3</b>
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### Instruction to your Bank or Building Society

Please pay Tower Insurance Company Limited Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Tower Insurance Company Limited and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may refuse to accept instructions to pay Direct Debit for some types of accounts.