

# Bupa Select. Direct Debit instruction.



**Instruction to your Bank or Building Society to pay by Direct Debit**  
Please complete the white areas in **BLOCK CAPITALS** and **BLACK INK** to instruct your bank to make payments directly from your account. Then return the completed form to: **BUPA Insurance Services Limited, Bupa Place, 102 The Quays, Salford M50 3SP**



Service User Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 4 | 3 | 6 | 3 | 3 |
|---|---|---|---|---|---|

Payments are collected by **BUPA Insurance Services Limited** on behalf of **BUPA Insurance Limited**.

## 1. Name and full postal address of your Bank or Building Society branch

To: The Manager

Bank or Building Society

Address

Postcode

## 2. Name(s) of account holder(s)

## 3. Branch sort code

|                      |                      |   |                      |                      |   |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|

## 4. Bank or Building Society account number

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

## 5. BUPA Insurance Services Limited reference/ membership number

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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### For BUPA official use only

This is not part of the instruction to your Bank or Building Society

**Note to member:** Please complete your member/group name below (if applicable)

## 6. Instruction to your Bank or Building Society

Please pay BUPA Insurance Services 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 BUPA Insurance Services Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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**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

- 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 BUPA Insurance Services Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request BUPA Insurance Services 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 BUPA Insurance Services Limited 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 BUPA Insurance Services Limited 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.

**Should you wish to cancel this instruction through BUPA, please call us on 0345 755 3322<sup>†</sup>. You must allow a minimum of seven days before the next payment by Direct Debit is due.**

### Privacy notice

Our privacy notice explains how we take care of your personal information and how we use it to provide your cover. A brief version of the notice can be found in your membership guide or the full version is online at [bupa.co.uk/privacy](http://bupa.co.uk/privacy)

<sup>†</sup>We may record or monitor our calls. For those with hearing or speech difficulties you can use the Relay UK service on your smartphone or textphone.

For further information visit [www.relayuk.bt.com](http://www.relayuk.bt.com). We also offer documents in Braille, large print or audio.

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Registered office: 1 Angel Court, London EC2R 7HJ. © Bupa 2022

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