

Direct Debit Mandate

Please click [here](#) to complete your direct debit mandate.

You will need the following information to be able to complete:

- A valid email address
- Sort code and bank account number
- Address associated with your bank account
- Company name and registration number (if applicable)

If your bank account requires approval from more than one signatory to set up a direct debit, please contact us for a hardcopy mandate as we are unable to accommodate via the web form.

If you experience any difficulties or have any questions regarding the set up of your direct debit, please contact the central admin team on **0330 311 5034** or centraladmin@smithsnews.co.uk

Direct Debit Guarantee

- The 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 Smiths News Trading Limited will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Smiths News Trading 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 Smiths News Trading 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 Smiths News Trading 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.

Yours faithfully

Central Admin
Smiths News Trading Limited
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E: centraladmin@smithsnews.co.uk