



Customer Services UK  
Allied Irish Bank (GB)  
PO Box 123  
92 Ann Street  
Belfast  
BT1 3AY

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**Strictly Private & Confidential**

Registered Scheme  
Administrator Limited  
Suite 4 1st Floor  
48 Chorley New Road  
Bolton  
BL1 4AP

20 March 2018

Ref: JM20/03/2018/04919

**Beneficiary details to be updated – action required**

The following payment made by you has been redirected to the beneficiary's new bank account because they recently switched their account to a different provider using the Current Account Switch Service or their Bank Account details have been amended by their current provider.

Sort code	238396
Account number	04919088
Old beneficiary sort code	207409
Old beneficiary account number	90463132
Customer reference	AFFINITY FOR BUSINESS RE
New beneficiary sort code	200503
New beneficiary account number	90463132
Amount	£ 69.16
Date	15/03/2018

To ensure that we can continue to process these payments, please update the beneficiary's new bank account details as soon as possible.

If you are a current iBB customer, you can locate this payment in one of the following ways:-

- If you use our iBP (Bulk Payments) module you will be able to use the 'find' or 'search' function within your chosen file creation system (Sage/Pegasus/Excel etc.) to locate the old beneficiary account number in question. From there you will be able to change the details as quoted on this letter.
- If you do not use our iBP module, or do not believe this payment was part of a bulk file, you will need to search through your payments log on the date quoted above to locate the payment.

If you have any questions about this, please phone us on 0345 6005 204<sup>†</sup> or call in to your local branch.

Thank you for banking with us.

Yours sincerely,

**Retail Banking Operations**

<sup>†</sup>Lines open: 9am to 5pm Monday - Friday (except on bank holidays). Calls may be recorded. Call charges may vary - refer to your service provider.





Please fill in the whole form including official use box using a ball point pen and send it to:

Affinity for Business (Retail) Limited  
Alchemy - 2nd Floor, Bessemer Road  
Welwyn Garden City  
Hertfordshire  
AL7 1HE

Name(s) of Account Holder(s):

PRIORITY GATE SSAS

Bank/Building Society account number:

0 4 9 1 9 0 8 8

Branch Sort Code:

2 3 8 3 9 6

Name and full postal address of your Bank or Building Society:

ALLIED IRISH BANK  
ST. JAMES' HOUSE  
CHARLOTTE STREET  
LANCASHIRE  
Postcode: M1 4DZ

Reference:

(you will find this on your bill under Customer Number)

7 1 0 9 4 0 8 6

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

Service user number

4 4 5 9 0 2

FOR AFFINITY FOR BUSINESS (RETAIL) LIMITED  
OFFICIAL USE ONLY

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

### CUSTOMER TO COMPLETE ALL SECTIONS

1) Customer name PRIORITY GATE LTD

Daytime Telephone no. 01582 664 141

2) Address receiving water supply

42-44 WEST STREET  
DUNSTABLE BEDS

3) Name & address for direct debit advice  
(if different to above)

4) Payment Options: I wish to pay:

For non-metered customers:

☐ Annually ☐ Half Yearly ☐ Ten monthly installments

For metered customers:

☐ Monthly budget plan (excludes monthly billed commercials)

☒ As billed (either six monthly or monthly)

Preferred payment date: ☐ 1st ☒ 8th ☐ 15th ☐ 22nd

Instruction to your Bank or Building Society

Please pay Affinity for Business (Retail) 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 Affinity for Business (Retail) Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date 23/04/2018

BANK 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 Affinity for Business (Retail) Limited will notify you in 10 working days in advance of your account being debited or as otherwise agreed. If you request Affinity for Business (Retail) Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an effort is made in the payment of your Direct Debit by Affinity for Business (Retail) Limited of 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 received a refund you are not entitled to, you must pay it back when Affinity for Business (Retail) 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.