



## Instruction to your bank or building society to pay by Direct Debit

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

**American Express Services Europe Limited**  
Registered office: Belgrave House  
76 Buckingham Palace Road  
London SW1W 9AX  
Registered in England and Wales with number 1833 139

Name(s) of account holder(s):


Bank/Building society account number:

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Branch Sort Code:

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Name and full postal address of your bank or building society:

To the Manager:	Bank/Building society
Address	
Postcode	

Reference (American Express Card Account Number):

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Service user number:

9	9	0	0	3	7
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Please tick your preferred Direct Debit option. This will be taken on or around 18 days from your statement date each month as communicated on your monthly statement.

**Minimum Due**

Pay the minimum amount due every month by Direct Debit.

**Payment in Full**

Settle my balance in full every month by Direct Debit. This will be taken on or around 14 days from your statement date each month, as communicated on your monthly statement.

**Pay Fixed \_\_\_% of balance**

Pay a percentage of my balance each month by Direct Debit. If this is less than the minimum due the minimum due will be taken.

**Instruction to your bank or building society**

Please pay American Express 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 American Express and, if so, details will be passed electronically to my bank/building society.

Signature
Date

Banks and building societies may not accept Direct Debit Instructions for some types of accounts

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 American Express will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request American Express 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 American Express 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 American Express 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.