

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

Please complete this form and return it to:

DATANET.CO.UK LTD  
Aspen House  
Barley Way  
Ancells Business Park  
Fleet, Hampshire  
GU51 2UT

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society:

Address:

Post Code:

Service User Number

6	4	5	5	2	7
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Reference Number (for completion by DATANET.CO.UK LTD)

**FOR DATANET.CO.UK LTD OFFICIAL USE ONLY**  
This is not part of the instruction to your Bank or Building Society

**Instruction to your bank or building society**

Please pay DATANET.CO.UK LTD 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 DATANET.CO.UK LTD and, if so, details will be passed electronically to my bank/building society.

Signature(s):

Date:

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 DATANET.CO.UK LTD will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request DATANET.CO.UK 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 DATANET.CO.UK 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 DATANET.CO.UK 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.