



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

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

Vertical Systems Limited  
14 Hemmells  
Laindon  
Basildon  
Essex  
SS15 6ED

Originator's Identification Number

8 3 0 7 0 8

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank / Building Society account number

[Empty box for Bank / Building Society account number]

Branch Sort Code

[Empty box for Branch Sort Code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank Building Society  
Address  
Postcode

Reference Number

[Empty box for Reference Number]

FOR VERTICAL SYSTEMS LIMITED OFFICAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

#### Instruction to your Bank or Building Society

Please pay Vertical Systems Limited Direct Debits from the account detailed in the instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Vertical Systems Limited and, if so, details will be passed electronically to my Bank / Building Society.

Signatures(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 take part in the Direct Debit scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society



If the amounts to be paid or the payment dates change Vertical Systems Limited will notify you 14 days in advance of your account being debited or as otherwise agreed.

If an error is made by Vertical Systems Limited or your Bank or Building Society, you are guaranteed a full immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.