



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:

Virtual Business Source Limited
 The Nexus Building
 Broadway
 Letchworth Garden City
 Herts
 SG6 3TA

Service User Number

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Name(s) of Account Holder(s)

Reference

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Bank/Building Society account number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Virtual Business Source 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 Virtual Business Source Limited and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

<small>To: The Manager</small>	<small>Bank/Building Society</small>
<small>Address</small>	
<small>Postcode</small>	

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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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, Virtual Business Source Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Virtual Business Source 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 Virtual Business Source 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 Virtual Business Source 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.