



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



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

Hosting Systems Ltd  
The Hub  
Trentham Business Quarter  
Bellringer Road  
Stoke-on-Trent  
Staffordshire  
ST4 8GB

Service user number:

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FOR HOSTING SYSTEMS OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

HS Reference:

Your company name:

Your company Address:

### Instruction to your bank or building society

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

Your Name(s) of bank account holder(s):

Signature(s)

Your Bank/building society account number:

Your Branch sort code:

Date:  /  /

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

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 Hosting Systems will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hosting Systems 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 Hosting Systems 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 Hosting Systems 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.