Backup Direct®
Your business in safe hands

DIRECT Debit

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, sign and then send to:

BACKUP DIRECT
On Direct Business Services Ltd (Backup Direct)
The Tramshed
Walcot Street
Bath BA1 5BB

Service User Number

6	4	7	8	5	6

Your Backup Direct account number or business trading name

Name(s) of Bank 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

Postcode

Reference Number (to be left blank)

O	L	B	/													

FOR BACKUP DIRECT OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

The amount and frequency of payments are as agreed when you subscribed to the service.

You will continue to receive VAT invoices for your records, which will state the date that the amounts due will be debited.

Important Notice:
Debits will be made under the name:
Backup Direct
with a unique reference in the form:
OLB/12345

Instruction to your Bank or Building Society
Please pay On Direct Business Services Ltd (t/a Backup 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 On Direct Business Services Ltd (t/a Backup Direct) and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

← Please leave this section blank

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

This guarantee should be detached and retained by the Payer.

DIRECT Debit

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 Backup Direct will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Backup Direct or your Bank or Building Society, you are guaranteed a full and 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.