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

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

Melbourne Server Hosting Ltd
Turing House
Archway
Manchester
M15 5RL

Originator's Identification Number

2	5	4	2	4	9

For FastPay Ltd Re Melbourne Server Hosting Ltd Official Use Only

This is not part of the instruction to your Bank or Building Society

Dear Customer: Please Complete Below for Our Records

Name: _____

Address: _____

_____

Postcode: _____ Tel: _____

Email: _____

Please Note: Our Direct Debit collection will normally take place on or after the 20th day of each month.

Name(s) of Account Holder(s)

_____

Bank or 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

Instruction to your Bank or Building Society

Please pay FastPay Ltd Re Melbourne Server Hosting 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 FastPay Ltd Re Melbourne Server Hosting 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, FastPay Ltd re Melbourne Server Hosting Ltd will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd re Melbourne Server Hosting 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 FastPay Ltd Re Melbourne Server Hosting 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 FastPay Ltd re Melbourne Server Hosting 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.