



Commerce Business Systems Ltd

Unit 5 Thornbury Industrial Park,
Woodhall Road, Bradford, BD3 7AF

Name of account holder

Bank/Building Society account number

Branch sort code

**Name and full postal address of your
Bank/Building Society**

Instruction to your bank or building society to pay by Direct Debit

Service User Number

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Reference

Instruction to your Bank or Building Society

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

Sign & Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

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 Commerce Business Systems will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Commerce Business 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 Commerce Business 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 Commerce Business 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.