



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

Customer Details:

Company Name	
Address	
Address	
Town	
County	
Postcode	

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

STL Communications
Park House, Station Lane
Witney, Oxfordshire, OX28 4LH

Originator's Identification Number

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Name(s) of Account Holder(s)

Reference Number (Office Use Only)

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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 STL Communications 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 STL Communications Limited and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address or your Bank/Building Society

To: The Manager	Bank/Building Society
Address	

Signatures(s)
Date

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 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 STL communications Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by STL Communications Limited 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 STL communications Limited.