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

Please provide bank details and signature using a ball point pen and post the original to:

ADI Computer Services  
 Innovation Centre Medway  
 Maidstone Road  
 Chatham  
 Kent ME5 9FD

Originator's Identification Number

<b>6</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>9</b>
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FOR ADI COMPUTER SERVICES OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay ADI Computer Services 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 ADI Computer Services and if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date

Reference (to be completed by ADI)

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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 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 ADI Computer Services will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by ADI Computer Services 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.