



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

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

Oly IT I. I															
Qlic IT Ltd															
Unit 2 Metro Centre															
Bridge Road	Serv	ice L	lser Ni	umbe	er										
Orpington	4 4 0 4 8 4														
Kent BR5 2BE															
Nent Bh3 2B2	Reference												_		
Name(s) of Account Holder(s)															
	Instruction to your Bank or Building Society														
	Please pay Qlic IT Ltd Direct Debits from the account detailed in this														
Bank/Building Society account number	Instruction subject to the safeguards assured by the Direct Debit Guarantee I understand that this instruction may remain with Qlic IT Ltd and, if so,										ee				
	details will be passed electronically to my Bank/Building Society.														
Branch Sort Code															
	Signature(s)														
Name and full postal address of your Bank or Building Society To the Manager Bank/Building Society															
To the Manager Banky Banking Society															
Address															
Postcode	Date	2													
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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 Qlic IT Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Qlic IT 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 Qlic IT 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 Qlic IT 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.