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:

ATC Solutions
Greenway House
Pinnacles
Harlow
CM19 5QD

Originators Identification Number

8	0	0	3	4	5

Name(s) of Account Holder(s) and Company Name

Reference

Bank/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

Instruction to your Bank or Building Society

Please pay Approved Solutions Ltd t/a ATC Solutions 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 Approved Solutions Ltd t/a ATC Solutions and, if so, details will be passed electronically to my Bank/Building Society.

Signature (s)

Date

Banks and Building Societies may not accept Direct Debits Instructions for some types of accounts

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 Approved Solutions Ltd t/a ATC Solutions will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Approved Solutions Ltd t/a ATC Solutions 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.

ATC Solutions Head Office: Greenway House, Pinnacles, Harlow CM19 5QD
t 08700 55 80 80 f 08700 55 80 81 e enquiries@atc.co.uk w www.atc.co.uk
ATC Solutions is registered at the above address. Registered No. 293 8227.
ATC Solutions is the trading name for Approved Solutions Ltd is a wholly owned subsidiary of AT Communications Group plc. Registered No. 441 5825.

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