



43 Cox Lane, Chessington,
 Surrey, KT9 1SN
 Telephone 0800 169 2305
 Fax 0800 169 6622

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

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

Credit Control OTC Direct Ltd 43 Cox Lane Chessington Surrey KT9 1SN

Reference																				
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Name(s) of Account Holder(s)

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Instruction to your Bank or Building Society

Please pay OTC Direct Ltd 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 OTC Direct Ltd and, if so details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Signature(s)
Address
Date

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

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

This guarantee should be detailed and retained by the payer



The Direct Debit Guarantee

- ❖ This Guarantee is offered by all Banks and Building Societies that take accept instructions to pay Direct Debits.
- ❖ If there are any changes to the amount, date or frequency of your Direct Debit OTC Direct Limited will notify you within 10 working days in advance of your account being debited or as otherwise agreed. If you request OTC Direct Limited to collect a payment, confirmation of the amount and date will be given to you at the time of request
- ❖ If an error is made in the payment of your Direct Debit, by OTC Direct Ltd or your Bank or Building Society, you are guaranteed 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 OTC Direct Limited asks you to