SOFTWARE OF EXCELLENCE

DIRECT Debit

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

Software of Excellence UK Ltd
Eclipse Park
Sittingbourne Road
Maidstone
Kent ME14 3EN

Name(s) of Account Holders(s)

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

Reference

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

Service User Number:

7	6	4	5	5	5

For Software of Excellence
OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Start Month:
Monthly Payment £
VAT £
Total £

Instruction to your Bank or Building Society
Please pay Software of Excellence UK 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 Software of Excellence and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

The Direct Debit Guarantee

DIRECT Debit

- 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, Software of Excellence UK Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Software of Excellence UK 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 Software of Excellence UK 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 Software of Excellence UK 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.