



## Instruction to your bank or building society to pay by Direct Debit

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

Mirus IT Solutions Limited  
 7 Clarendon Drive  
 Wymbush  
 Milton Keynes  
 MK8 8ED

Service user number

<b>2</b>	<b>5</b>	<b>7</b>	<b>9</b>	<b>4</b>	<b>1</b>
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FOR Mirus IT Solutions Ltd 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 Mirus IT Solutions 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 Mirus IT Solutions Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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We will use your email address to help confirm your details, those without will be mailed a confirmation letter

email
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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

- 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 Mirus IT Solutions Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mirus IT Solutions 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 Mirus IT Solutions 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 Mirus IT Solutions 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.