



Please complete and return to the address noted below.

OfficeTeam Limited
Unit 4, 500 Purley Way
Croydon
Surrey CR0 4NZ

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

Name and full postal address of your Bank or Building Society

Form with fields: To The Manager, Bank/Building Society, Address, Postcode

Originator's Identification Number

7 0 0 0 7 9

Name(s) of Account Holder(s)

Form for account holder name

Bank/Building Society account number

Form for account number

Branch Sort Code

Form for branch sort code

Reference Number/Customer Account Number

Form for reference number

Instruction to your Bank or Building Society

Please pay OfficeTeam Limited 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 OfficeTeam Limited and, if so, details will be passed electronically to my Bank/Building Society.

Form with fields: Signature(s), Date

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

This is not part of the Instruction to your Bank or Building Society and must be detached by OfficeTeam Limited before submission to the Paying Bank



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Customer Account

Name .....
Address .....
Postcode.....

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This Guarantee is offered by all Bank 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 OfficeTeam Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by OfficeTeam Limited 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.