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

**Please complete online, print, sign, and return to:**

BP Fuel Cards Sales Team
BP Oil UK Limited
Witan Gate House
500 – 600 Witan Gate
Milton Keynes
Buckinghamshire
MK9 1ES

**Service user number (for official use only)**

| 9 | 9 | 7 | 6 | 0 | 7 |
|---|---|---|---|---|---|

FOR BP Oil UK Limited 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**

**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 BP Oil UK 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 BP Oil UK Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

**Reference (for official use only)**

| V | A | U | D | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

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

DDI1

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit BP Oil UK Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request BP Oil UK Limited 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 BP Oil UK Limited 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 BP Oil UK Limited 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