DIRECT DEBIT FORM

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

Please fill in the whole form using a ball point pen and send it to: St Vincents Housing Association Ltd, 1st Floor, Metropolitan House, 20 Brindley Road, Old Trafford, Manchester M16 9HQ

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

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

Originator's Identification number

6 7 1 6 3 3

Agreement Reference Number

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Instruction to your Bank or Building Society

*Please pay **St Vincents Housing Association 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 **St Vincents Housing Association Ltd** and, if so, details will be passed electronically to my Bank/Building Society.*

Please Indicate which day of the month you wish the direct debit to leave your bank account (please circle the day)

1st of month | 15th of month | 25th of month

Signature(s)

Date

THE 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, St Vincent's will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Vincent's 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 St Vincent's or the 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 St Vincent's 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.*