



herefordshire housing

>People >Homes >Communities



# 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:

Income Services Department  
 Herefordshire Housing Limited  
 Legion Way  
 Hereford  
 HR1 1LN

Service User Number (SUN)

4	3	3	0	7	1
---	---	---	---	---	---

For Herefordshire Housing Ltd official use only

This is not part of the instruction to your bank or building society.  
 Payment of house / garage rent.

Frequency: Weekly / fortnightly / 4 weekly / monthly (other than 1<sup>st</sup> or 15<sup>th</sup>)  
 (Please circle)

Preferred day of the week or date in the month:

Instruction to your Bank or Building Society  
 Please pay Herefordshire Housing Limited Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Herefordshire Housing Limited and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

---

Date

---

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 Society	Bank/Building Society
Address	

Reference

						-			
--	--	--	--	--	--	---	--	--	--

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.  
 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 Herefordshire Housing Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Herefordshire Housing 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 Herefordshire Housing 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 Herefordshire Housing 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.

