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:

Orwell Housing Association Ltd
Crane Hill Lodge
325 London Road
Ipswich
IP2 0BE

Name(s) of Account Holders(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

Reference

Originators Identification Number

8	3	8	5	1	9

For Orwell Housing Association Ltd Official Use

This is not part of the instruction to your Bank or Building Society.

This instruction relates to the following agreement:

Please tick payment option. Calendar monthly on the:

1st ☐ 7th ☐ 14th ☐ 21st ☐ 28th ☐

Weekly each Monday ☐

First payment date

Instruction to your Bank or Building Society

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

Signature(s)

Date

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

- The 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 the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation 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 the organisation 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 the organisation 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 the organisation.