

**PLEASE FILL IN THE FORM USING A BALL POINT PEN AND RETURN TO THE ADDRESS OVERLEAF** è

**allpay Limited Re:**

**Loreburn Housing Association Ltd**

**Fortis et Fides**

**Whitestone Business Park,**

**Whitestone,**

**Hereford. HR1 3SE**

**Name(s) of Account Holders(s).**

|  |
| --- |
|  |
|  |

**Bank/Building Society Account Number.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Bank Sort Code.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Name & full postal Address of your Bank or Building Society.**

|  |  |  |  |
| --- | --- | --- | --- |
| To: The Manager |  |  | Bank/Building Society |
| Address |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Postcode |  |  |  |

**Reference**

# B D D



**Instruction to your Bank or Building**

**Society to pay by Direct Debit Service User Number**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | 0 | 6 | 7 | 0 | 6 |
| **Please complete your Address and Telephone Number.**  This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Loreburn HA official use only. | | | | | | | |
| Address | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Postcode | | | | | | | |
| Telephone Ref: | | | | | | | |

**Instruction to your Bank or Building Society.**

Please pay allpay Limited Re: Loreburn HA 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 allpay Limited Re: Loreburn HA and, if so, details will be passed electronically to my Bank or Building Society.

|  |
| --- |
| Signatures |
|  |
| Date |

**Banks and Building Societies may not accept Direct Debit Instructions on some types of Account**



**The Direct Debit Guarantee**

**This Guarantee should be detached and retained by the Payer**

° 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, allpay Limited Re: Loreburn HA will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re:Loreburn HA 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 allpay Limited Re: Loreburn HA 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 allpay Limited Re: Loreburn HA 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.

## Direct Debit Payment Details

|  |  |  |  |
| --- | --- | --- | --- |
| Client Reference Number |  | | |
| 1st Payment Amount |  | Date of 1st Payment |  |
| Subsequent Payments |  | Next Due Date |  |
| Frequency of Payment |  | | |
| Please enter the details of the customer, if different from those of the bill payer overleaf: | | | |
| Name | | | |
| Address | | | |
|  | | | |
|  | | | |
| Postcode | | | |

**PLEASE RETURN TO:**

**Customerservice@loreburn.org.uk**