selwood HOUSING

DIRECT Debit

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

Please fill in the whole form and send it to:
Selwood Housing, Bryer Ash Business Park,
Bradford Road, Trowbridge, Wiltshire BA14 8RT

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference (your tenancy number)

Service user number

8	3	6	1	3	7

Instruction to your bank or building society

Please pay Selwood Housing 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 Selwood Housing 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 **DD14**

This is not part of the Instruction to your bank or building society and must be detached by Selwood Housing before submission to the paying bank.

Please enter your name and address in the box below

Please specify how frequently you would like to pay your rent:

	Tick
Weekly (Friday)	
Fortnightly (Friday)	
4 weekly (Friday)	
Monthly – Please specify which day up to 28th	

Payment choice – please tick

Bring up to date in first payment – pay off everything you owe, including any arrears, with your first payment by Direct Debit	
Arrangement – if you have any arrears, let us know how you would like to arrange to pay back the money you owe (please specify)	

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

DIRECT Debit

- 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 Selwood Housing will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Selwood Housing to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit, by Selwood Housing 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 Selwood Housing 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.