

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:

Wakefield and District Housing
 Merefield House
 Whistler Drive
 Castleford
 WF10 5HX

Originator's Identification Number

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Please complete this section (for WDH information only)

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

Tenant's Name: _____

Address: _____

Contact Phone Number _____

Amount to be collected: £ _____

Monthly Payments on 1st or 8th or 15th or 25th

Weekly Payment on Tuesday or Wednesday or Friday

Fortnightly Payment on Tuesday or Wednesday or Friday

Four Weekly Payment on Tuesday or Wednesday or Friday

Start Date _____

Please tick one box only

Instruction to your Bank or Building Society

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

Signature(s) _____

Date _____

Name(s) of Account Holder(s)

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Account Holder(s) phone number

Bank or Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Please insert your rent reference number shown on your rent statement

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Banks and Building Societies may not accept Direct Debit Instructions from 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, **Wakefield and District Housing Ltd** will notify you **seven** working days in advance of your account being debited or as otherwise agreed. If you request **Wakefield and District Housing Ltd** to collect a payment, confirmation of the amount and date will be given at the time of request.
- If an error is made in the payment of your Direct Debit, by **Wakefield and District 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 **Wakefield and District Housing Ltd** ask 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.