CLYDE VALLEY HOUSING ASSOCIATION

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:

Clyde Valley Housing Association Ltd.
50 Scott Street
Motherwell
ML1 1PN

Service user number

4	3	2	9	4	3

Name(s) of Account Holder(s)

Reference

Bank/Building Society account number

Branch Sort Code

Instruction to your Bank or Building Society
Please pay Clyde Valley Housing Association 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 Clyde Valley Housing Association Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DDI2

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, Clyde Valley Housing Association Ltd will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Clyde Valley Housing Association 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 Clyde Valley Housing Association 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 Clyde Valley Housing Association 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.