Teign Housing

DIRECT Debit

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:

Teign Housing
Templar House, Collett Way
Newton Abbot,
Devon
TQ12 4PH

Originators Identification Number

4	1	7	1	3	3

Name(s) of Account Holder(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 Number

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

Please select the most convenient date for payment by ticking ONE BOX ONLY

- ☐ weekly on a Monday
- ☐ monthly on the 1st
- ☐ monthly on the 7th
- ☐ monthly on the 14th
- ☐ monthly on the 21st
- ☐ monthly on the 28th

Please enter the account holder's address (including postcode) if this is different to the customer's address

Instruction to your Bank or Building Society

Please pay Teign 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 Teign 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

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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 Teign Housing will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Teign Housing 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 Teign 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 Teign 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.

A4 Instruction Version 1

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