



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

allpay Limited Re:
Teign Housing
Fortis et Fides
Whitestone Business Park,
Whitestone,
Hereford. HR1 3SE

Name(s) of Account Holders(s).

Bank/Building Society Account Number.

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Bank Sort Code.

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

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

T	E	I	D
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Instruction to your Bank or Building Society to pay by Direct Debit

Service User Number

4	2	4	6	9	2
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Please complete your Address and Telephone Number.

This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Teign Housing official use only.

Address	
Postcode	
Telephone	Ref:

Instruction to your Bank or Building Society.

Please pay allpay Limited Re: 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 allpay Limited Re: Teign Housing 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

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, allpay Limited Re: Teign Housing will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re: 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 allpay Limited Re: 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 allpay Limited Re: 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 Teign Housing.

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:

Payments will be collected on behalf of:

TEIGN HOUSING
COLLETT WAY
MILLWOOD HOUSE
NEWTON ABBOT
DEVON
TQ12 4PH

PRIVACY INFORMATION

Teign Housing is committed to providing our customers with the highest standards of privacy and data security in accordance with the EU General Data Protection Regulations (GDPR) and with the UK Data Protection Act (2018).

The personal information that you supply on this form including: your name, address and bank account details will be used solely for the purpose of setting up a Direct Debit instruction as requested by you, for the payment of your rent. This information will be shared with, and processed by 'allpay Ltd' who will process these Direct Debit payments on behalf of Teign Housing, and this is the company name that will appear on your bank statements once the instruction is live. The information will also be retained securely by Teign Housing in accordance with our Data Retention Policy. Your personal information will not be shared, sold or processed by any other third parties unless required by law.

For further details about how Teign Housing manages your personal data, to request access to the information we hold about you or to request for your data to be removed, please visit our website www.teignhousing.co.uk, or email your request to customerhub@teignhousing.co.uk. Alternatively you can contact our Business Support Team by calling 01626 322722.