



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 to:

TRENT & DOVE HOUSING LTD, TRINITY SQUARE, HORNINGLOW STREET,
BURTON ON TRENT, STAFFS. DE14 1BL

Originators Identification Number

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For Trent & Dove Housing Ltd official use only. This is not part of the instruction to your bank or building society. PLEASE COMPLETE YOUR NAME, ADDRESS AND CHOOSE A DIRECT DEBIT COLLECTION DATE.

Tenant Name(s) _____

Address _____

Postcode _____

1st

15th

Please choose one of the options shown, your direct debit will be collected on the next available date. Please be aware that it can take your bank up to 10 working days to process a direct debit instruction.

Instruction to your Bank or Building Society.

Please pay Trent & Dove 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 Trent & Dove Housing Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number

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Name(s) of Account Holder(s)

Bank/Building Society account number

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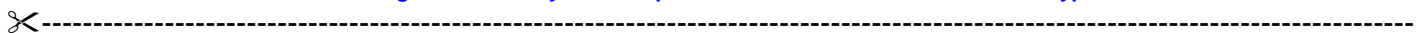
Branch Sort Code

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Name and full postal address of your Bank or Building Society

The Manager _____
Bank or Building Society. _____
Address _____
Postcode _____

Banks and Building Societies may not accept Direct Debits Instructions for 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 change to the amount, date or frequency of your Direct Debit Trent & Dove Housing Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Trent & Dove Housing 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 Trent & Dove 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 Trent & Dove Housing 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 send a copy of your letter to Trent & Dove Housing Ltd.