




Please complete this form fully and return to: PO Box 600, Oakfield House, Binley, Coventry CV3 9YR.  
Please complete a separate form for each mortgage account.

Borrower(s) name(s)	<input type="text"/>						
Property address	<input type="text"/>					Postcode	<input type="text"/>
Telephone number	<input type="text"/>						
Please enter the Coventry Building Society mortgage account number (if known)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred payment day	<input type="text" value="DD"/>	commencing	<input type="text" value="MM"/>	<input type="text" value="YY"/>	or just after this date		

 <p>the <b>COVENTRY</b> TLC not PLC</p>	<h2>INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT</h2>		 <p>DIRECT Debit</p> <p>Service User Number</p> <table border="1"> <tr> <td>9</td> <td>4</td> <td>2</td> <td>2</td> <td>3</td> <td>8</td> </tr> </table>	9	4	2	2	3	8
	9	4		2	2	3	8		
<p>1. Name and full postal address of your bank or building society.</p> <p>To the Manager <input type="text"/> Bank/Building Society</p> <p>Address <input type="text"/> Postcode <input type="text"/></p> <p>2. Account name (including initials) <input type="text"/></p> <p>3. Branch sort code <input type="text"/> <input type="text"/> <input type="text"/></p> <p>4. Bank/building society account number <input type="text"/></p> <p>5. Instruction to your bank/building society; Please pay Coventry Building Society 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 Coventry Building Society and, if so, details will be passed electronically to my bank/building society.</p> <p>Signature(s) <input type="text"/> <input type="text"/> Date <input type="text" value="/ /"/></p> <p>Signature(s) <input type="text"/> <input type="text"/> Date <input type="text" value="/ /"/></p> <p>Reference (Office Use only) <input type="text"/></p> <p style="text-align: center;">Banks and building societies may not accept Direct Debit instructions for some types of accounts.</p>									

This guarantee should be detached and retained by the payee. 

### 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 Coventry Building Society will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Coventry Building Society to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit, by Coventry Building Society 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 Coventry Building Society 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.

