



Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form including official use box using a ball point pen and send it to:

Stafford and Rural Homes
 The Rurals
 1 Parker Court
 Staffordshire Technology Park
 Beaconside
 Stafford
 ST18 0WP

Service User Number

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Reference

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Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch sort code
 (top right hand corner of your cheque)

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

FOR (STAFFORD & RURAL HOMES) OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society

Instruction to your Bank or Building Society
 Please pay Stafford and Rural Homes 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 Stafford and Rural Homes and, if so, details will be passed electronically to my Bank/Building Society.

Signatures

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Date

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Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

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 Stafford and Rural Homes will you 10 working days in advance of your account being debited or as otherwise agreed. If you request Stafford and Rural Homes 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 by Stafford and Rural Homes 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 Stafford and Rural Homes 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.

