

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

Service User Number



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

| The Rurals 1 Parker Court Staffordshire Technology Park Beaconside Stafford ST18 0WP Name(s) of Account Holder(s) Branch sort code (top right hand corner of your cheque) When and full postal address of your Bank or Building Society To The Manager Bank/Building Society Bank/Building Society Bank/Building Society Bank/Building Society Bank/Building Society FOR (STAFFORD & RURAL HOMES) OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society Please pay Stafford and Rural Homes Direct Debits from the account detailed in this instruction may remain with Stafford and Rural Homes and, if so, details will be passed electronically to my Bank/Building Society. Signatures Banks and Building Societies may not accept Direct Debit instructions for some types of accounts | Stafford and Rural Homes | _ | | | ı | 1 | 1 | 1 |
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THE DIRECT DEBIT GUARANTEE

This guarantee should be detached and retained by the Payer

- 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.