



# 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:

Chevin Housing Association Ltd  
Harrison Street  
Wakefield  
West Yorkshire  
WF1 1PS

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 3 | 7 | 0 | 7 | 6 |
|---|---|---|---|---|---|

Name(s) of Account Holder(s)

|  |
|--|
|  |
|  |

Bank/Building Society account number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Branch Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Name and full postal address of your Bank or Building Society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

FOR CHEVIN HOUSING ASSOCIATION OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

BY MONTHLY INSTALMENTS

Please Tick Preferred Date :-

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| 1st                      | 15th                     |

**Instruction to your Bank or Building Society**  
Please pay Chevin Housing Association 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 Chevin Housing Association Ltd and, if so, details will be passed electronically to my Bank/Building Society.

|            |
|------------|
| Signatures |
|            |
| Date       |

Reference Number

|  |
|--|
|  |
|--|

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DD11

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Chevin Housing Association Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Chevin Housing Association Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.