



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

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

WDH
Merefield House
Whistler Drive
Castleford
WF10 5HX

Originator's Identification Number

9 7 3 2 7 9

Name(s) of Account Holder(s)

Account Holder(s) phone number

Bank or 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

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

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For WDH Official Use Only
This is not part of the instruction to your Bank or Building Society.

Tenant's Name: _____
Address: _____
Contact Phone Number _____

Amount to be collected: £ _____

Monthly Payments on 1st or 8th or 15th or 25th or 28th

Weekly Payment on Tues or Weds or Thurs or Fri

Fortnightly Payment on Tues or Weds or Thurs or Fri

Four Weekly Payment on Tues or Weds or Thurs or Fri

Start Date _____

Please tick one box only

Instruction to your Bank or Building Society

Please pay **Wakefield and District 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 **Wakefield and District Housing Ltd** and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

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

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 **Wakefield and District Housing Ltd** will notify you **seven** working days in advance of your account being debited or as otherwise agreed.
- If an error is made by **Wakefield and District Housing 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.