

## Mortgage Account

Please fill in the whole of this form using a ballpoint pen and send it to:

Manchester Building Society, PO Box 995, Wallsend, NE28 5FR.

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

Service User Number

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Name(s) of account holders(s)

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MANCHESTER BUILDING SOCIETY ACCOUNT NUMBER

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Account Number

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Branch Sort Code

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Name and full address of your Bank or Building Society

To: The Manager of	Bank or Building Society
Address:	
Postcode:	

FOR NEWCASTLE BUILDING SOCIETY T/A MANCHESTER BUILDING SOCIETY OFFICIAL USE ONLY

Not part of the instruction to your Bank/Building Society; for Newcastle Building Society T/A Manchester Building Society official use only.

PLEASE TELL US THE DATE YOU WOULD LIKE US TO COLLECT YOUR PAYMENT  
Interest is charged on a daily basis from the 1st of the month. Selecting a date later than the 1st of the month will increase the amount of interest you will be charged.

Please circle:

1st - 8th - 15th - 25th - Last working day of the month

Please note that in the case of a new instruction, the date indicated above may be effective from the second collection of this Direct Debit. If no date is selected, the collection date will default to the first business day of each month.

Instruction to your Bank or Building Society

Please pay Newcastle Building Society T/A Manchester 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 Newcastle Building Society T/A Manchester Building Society and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s):

Date:

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, Newcastle Building Society T/A Manchester Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newcastle Building Society T/A Manchester 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 Newcastle Building Society T/A Manchester 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 Newcastle Building Society T/A Manchester 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.

The company name which will appear on your bank statement against the Direct Debit will be NBS T/A MBS.