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|  |  | Instruction to yourBank or Building Societyto pay by Direct Debit |
| Please fill in the whole form using a ball point pen and send it to: |  |  |
| Sovereign Network GroupSovereign HouseBasing ViewBasingstokeHampshireRG21 4FA |  |  |
|  |  |
|  |  |
|  |  |
|  | Service user number |
|  | 5 | 7 | 5 | 5 | 1 | 5 |  |  |  |
| Name(s) of Account Holder(s) |  | Reference |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Instruction to your Bank or Building Society**Please pay **PayPoint Re Sovereign Network Grp** 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 **PayPoint Re Sovereign Network Grp** and, if so, details will be passed electronically to my Bank/Building Society. |
| 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 |
|  |

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|  |  |
| --- | --- |
| Address |  |
|  |

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| --- |
| Signature(s) |
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| --- | --- |
|  | Postcode |
|  |  |

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|  |
| --- |
| Date |
|  |

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|  |  |  |
| Banks and Building Societies may not accept Direct Debit Instructions for some types of account | DDI 2 5/15 |
|  |
| This guarantee should be detached and retained by the payer. |
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| 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 **PayPoint Re Sovereign Network Grp** will notify you **5** working days in advance of your account being debited or as otherwise agreed. If you request **PayPoint Re Sovereign Network Grp** 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 in the payment of your Direct Debit, by **PayPoint Re Sovereign Network Grp** 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 **PayPoint Re Sovereign Network Grp** 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.
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| For Sovereign Housing Association Ltd Official Use Only: This information is not part of the instruction to your bank or building society. Please provide your name, address, and preferred payment frequency by ticking the appropriate option |
| 1st of month |  | 2nd of month |  | 15th of month |  | 25th of month |  | 28th of month |  |
| Monday weekly |  | Friday weekly |  |  |
| Name |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Email address |  |
| Telephone number |  |