

Direct Debit amount

Proposed start date



# 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:

Direct Debits  
Sovereign Housing Association  
Spectrum House  
Grange Road  
Christchurch  
Dorset  
BH23 4GE

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

Reference

Service user number

7	6	4	3	9	7
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FOR SOVEREIGN HOUSING ASSOCIATION OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Name, address and payment frequency

1st of month  15th of month  25th of month

Name

Address

Address for this payment if different from above

### Instruction to your bank or building society

Please pay Sovereign Housing Association 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 Sovereign Housing Association 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 for some types of account

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 Sovereign Housing Association will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Sovereign Housing Association 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 Sovereign Housing Association 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 Sovereign Housing Association 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.