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

Please fill in the whole form and send it to:
Waverley Housing, 27 North Bridge Street, Hawick, TD9 9BD.

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Originator's Identification Number

9	0	0	8	2	3

Reference Number

(address)

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Instruction to your Bank or Building Society

I instruct you to pay direct debits from my account at the request of Waverley Housing. The amounts are variable and may be debited on various dates. I understand that Waverley Housing may change the amounts and dates only after giving me prior notice. I will inform the bank in writing if I wish to cancel this instruction. I understand that if any direct debit is paid which breaks the terms on this instruction, the bank will make a refund.

Signature(s)

Date

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

This is not part of the Instruction to your Bank or Building Society and must be detached by Waverley Housing before submission to the Paying Bank.

Name & address of Tenant(s)

PAYMENT TYPE **Monthly** ☐

Weekly ☐

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 Waverley Housing will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Waverley Housing 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 Waverley Housing 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 Waverley Housing 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.