

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:

Homes Plus  
1 Parker Court  
Staffordshire Technology Park  
Beaconside, Stafford  
ST18 0WP

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

Address:

Reference

Originator's identification number **840748**

Rent in advance paid: **£**

**For Homes Plus official use only**

This is not part of the instruction to your Bank or Building Society

Your address: \_\_\_\_\_

Please indicate when and how often you want to pay your rent:

Weekly  Day: \_\_\_\_\_

Fortnightly  Day: \_\_\_\_\_

4 Weekly  Date: \_\_\_\_\_

Monthly  Date: \_\_\_\_\_

**Please note:** it takes 14 days for your bank to set up the Direct Debit from receipt of your form.

**Instruction to your Bank or Building Society**

Please pay Homes Plus 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 Homes Plus 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.**

**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, Homes Plus Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Homes Plus Ltd. 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 Homes Plus Ltd. 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 Homes Plus Ltd. 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.

