

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

Please fill in the whole form, including the official use box, using a ball point pen and send it to:

Cadwyn Housing Association
197 Newport Road
CARDIFF
CF24 1AJ

Originator's Identification Number

4 | 0 | 9 | 2 | 3 | 2

Reference Number

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Name(s) of Account Holder(s)

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Bank / Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

FOR CADWYN TENANTS' OFFICAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Instruction to your Bank or Building Society

Please pay Cadwyn Housing Association 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 Cadwyn Housing Association and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

X

Date

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

✂ Please detach and retain this 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 Cadwyn Housing Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Cadwyn 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 Cadwyn 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 Cadwyn 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.