



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 sent it to:

South Staffordshire Housing Association Ltd
Acton Court
Acton Gate
Staffordshire
ST18 9AP

Service User Number

727776

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

For SSHA official use only

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

Your address: _____

Your chosen payment date between 1st and 28th of the month: _____

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 South Staffordshire 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 South Staffordshire Housing Association 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, South Staffordshire Housing Association Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request South Staffordshire Housing Association 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 South Staffordshire Housing Association 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 South Staffordshire Housing Association 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.

