

**DIRECT DEBIT INSTRUCTION**

**CONFIRMATION OF  
AMOUNTS AND COLLECTION DATES**

**CUSTOMER DETAILS:**

Property Ref:

Name:

Address:

**PAYMENT DETAILS:**

Collection Amount: £

Start Date:

And then preferred frequency (please delete as appropriate)

Weekly / Fortnightly / 4 Weekly / Per month

**CHECKED BY TMW**

Name:

Date:

Signature:

**CUSTOMER'S AUTHORISATION:**

Name:

Date:

Signature:



# Instruction to your Bank or Building Society to pay Direct Debits.



Originators Identification Number

7 2 5 1 6 6

Please fill in the whole form and send it to: FCH Housing and Care, Central Services Office, 50 Newhall Hill, Birmingham B1 3JN

**1** Name and full postal address of your Bank or Building Society

To: The Manager \_\_\_\_\_  
 \_\_\_\_\_ Bank/Building Society  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

**4** Bank or Building Society account number

\_\_\_\_\_

**5** Reference Number

\_\_\_\_\_

**2** Name(s) of account holders(s)

\_\_\_\_\_

**3** Branch sort code  
(from top right hand corner of your cheque)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**6** Instruction to your Bank or Building Society

Please Pay **FCH Housing and Care**  
 Direct Debits from the account detailed on this Instruction  
 subject to the safeguards assured by The Direct Debit Guarantee

Signature(s) \_\_\_\_\_  
 Date \_\_\_\_\_

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

## STANDING ORDER CANCELLATION

(delete this section if cancellation of a Standing Order is not required)

Please cancel my/our Standing Order authority payable to: **FCH Housing and Care**

Reference No. \_\_\_\_\_

with immediate effect  
 with effect from: D M Y

From the following Account

Name of Bank or Building Society \_\_\_\_\_

Branch sort code  
 \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Customers Account Name \_\_\_\_\_

Account No. \_\_\_\_\_

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by Friendship Housing or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time in writing to your Bank or Building Society. Please also send a copy of your letter to us.

