DIRECT Debit

WESTMORELAND
SUPPORTED HOUSING

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

Please fill in the whole form using a ball point pen and send it to:

Westmoreland Supported Housing Limited
First Floor
56 Radcliffe Road
West Bridgford
Nottingham
NG2 5HH

Service user number

5 7 1 4 4 4

FOR WESTMORELAND SUPPORTED HOUSING LIMITED USE ONLY
This is not part of the instruction to your bank or building society.
If you pay weekly of four-weekly, please indicate which day of the week you wish your payment to be requested:

Mon Tue Wed Thu Fri

Or

If you pay monthly, please indicate which date of the month you wish your payment to be requested. Please choose between 1 to 28:

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address

Postcode

Instruction to your Bank or Building Society
Please pay Westmoreland Supported Housing Limited 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 Westmoreland Supported Housing Limited 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 for some types of account

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Westmoreland Supported Housing Limited will notify you ten (10) working days in advance of your account being debited or as otherwise agreed. If you request Westmoreland Supported Housing Limited 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 Westmoreland Supported Housing Limited 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 Westmoreland Supported Housing Limited 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.