

## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including 'FOR BELIEVE HOUSING OFFICIAL USE ONLY' box using a ballpoint pen and send it to:

Believe Housing  
Coast House, Spectrum 4  
Spectrum Business Park  
Seaham  
Co Durham  
SR7 7TT

Name(s) of account holder(s)

\_\_\_\_\_  
\_\_\_\_\_

Branch sort code

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Bank/building society account number

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference (Rent Reference)

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Service user number

9	7	1	3	7	9
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FOR BELIEVE HOUSING OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Name \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Please complete to indicate your preferred payment date between 1<sup>st</sup> – 28<sup>th</sup> of the month:

Monthly on:

Or alternatively:

Weekly (on a Friday)

### Instruction to your bank or building society

Please pay Believe Housing 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 Believe Housing 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

DDI1

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 Believe Housing will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Believe Housing 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 Believe Housing 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 Believe Housing 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.