

## 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 send it to:

**Albyn Housing Society Limited**  
98-104 High Street  
INVERGORDON  
IV18 0DL

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 Bank / Building Society  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Post code

Service user number

6 | 7 | 4 | 2 | 7 | 3

Reference

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

FOR ALBYN HOUSING SOCIETY LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

**PLEASE TICK PREFERRED PAYMENT DATE**

Monthly – 5<sup>th</sup>       Monthly – 30<sup>th</sup>   
Fortnightly – Friday       Weekly – Friday   
Four-weekly – Friday       Start Date \_\_\_\_\_  
Total / Fixed Amount Due      £ \_\_\_\_\_

### Instruction to your bank or building society

Please pay Albyn Housing Society 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 Albyn Housing Society 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 accounts

Name and full postal address of your bank or building society

To: The Manager Bank / Building Society  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Post code

With immediate effect, please cancel my / our standing order authority payable to Albyn Housing Society Limited under:

Account Reference No

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Name(s) of account holder(s)

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

## Standing Order cancellation

Branch sort code

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Bank / building society account number

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

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

This guarantee should be detached and retained by the payer

## 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, Albyn Housing Society Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Albyn Housing Society 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 Albyn Housing Society 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 Albyn Housing Society Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written notification may be required. Please notify us.