



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

Albyn Housing Society Limited

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Post code

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

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

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 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.  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)  Standing Order cancellation  Branch sort code  Bank / building society account number  Signature(s)		ser nun	_	1 _			T _		
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Address

Account Reference No

Name(s) of account holder(s)

This guarantee should be detached and retained by the payer

Date

## **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.