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

Payments can be be made on **1st 15th** or **28th** day of month

Please fill in the whole form using a ballpoint pen and sent it to:

PLEASE CIRCLE PREFERRED COLLECTION DATE

THAMES VALLEY HOUSING
ASSOCIATION LTD
PREMIER HOUSE
52 LONDON ROAD
TWICKENHAM
MIDDLESEX TW1 3RP

Originators Identification Number

4	0	4	9	4	6

Tenant Reference Number

Names of Account Holder(s)

Unit Reference Number

Bank / Building Society Account Number

Branch Sort Code

Instruction to your Bank or Building Society

Please pay THAMES VALLEY HOUSING ASSOCIATION LTD Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit guarantee.

I understand that this instruction may remain with THAMES VALLEY HOUSING ASSOCIATION LTD and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To the Manager
Bank/Building Society

Address

Postcode

Signature

Date

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

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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 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 THAMES VALLEY HOUSING ASSOCIATION LTD will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by THAMES VALLEY HOUSING ASSOCIATION LTD 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 by writing to your Bank or Building Society. Please also send a copy of your letter to us.