



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

Please fill in the whole form using a ballpoint pen and sent it to:							Payments can be made on 1st 15th or 28th day of month					
							PLEASE CIRCLE PREFERRED COLLECTION DATE					
THAMES VALLEY HOUSING							Originators Identification Number					
ASSOCIATION LTD							4 0 4 9 4 6					
PREMIER HOUSE 52 LONDON ROAD												
TWICKENHAM												
MIDDLESEX TW1 3RP							Tenant Reference Number					
Names of Account Holder(s)												
							Unit Reference Number					
Bank / Building Society Account Number							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.					
Branch Sort Code							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							Signature					
Address												
							Date					
Postcode												

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

<p>This guarantee should be detached and retained by the Payer</p> <p>The Direct Debit Guarantee</p>												
<p>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.</p>												