



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

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

Yorkshire Metropolitan Housing

Originator's Identification Number

6 5 7 6 5 9

1 - Name(s) & Address of Account Holder(s)

[Empty box for Name(s) & Address of Account Holder(s)]

Reference Number

[Empty box for Reference Number]

2 - Bank/Building Society account number

[Empty box for Bank/Building Society account number]

5 - I wish payments to be taken on the :

Please tick one box

1<sup>st</sup> of the month

15<sup>th</sup> of the month

28<sup>th</sup> of the month

3 - Branch Sort Code

[Empty box for Branch Sort Code]

## Instruction to your Bank or Building Society

Please pay Yorkshire Metropolitan Housing Assn Ltd 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 Yorkshire Metropolitan Housing Assn Ltd and, if so, details will be passed electronically to my Bank/Building Society.

4 - Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
Address  
Postcode

6 - Signature(s)  
Date

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

DYMi

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 Yorkshire Metropolitan Housing Assn Ltd will normally notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Yorkshire Metropolitan Housing Assn 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.