



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

**Richmond Housing Partnership Ltd
Finance Department**
8 Waldegrave Rd,
Teddington,
Middlesex,
TW11 8GT



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

Service user number

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Reference

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Names(s) of Account Holder(s)

FOR RICHMOND HOUSING PARTNERSHIP OFFICIAL USE ONLY:
This is not part of the instruction to you bank or building society.

Property Address

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Account Ref.....

Collection Date 1st 15th 26th

Bank/Building Society Account number

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Branch sort code

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Instructions to your Bank or Building Society

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

Name and postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

Date

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



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 accept Instructions to pay Direct Debit.
- If there are any changes to the amounts, date or frequency of your Direct Debit Richmond Housing Partnership Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Richmond Housing Partnership Ltd 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 by in the payment of your Direct Debit by Richmond Housing Partnership Ltd 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 received, a refund you are not entitled to, you must pay it back when Richmond Housing Partnership Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

Richmond Housing Partnership Ltd

Registered Office: 8 Waldegrave Road, Teddington, Middlesex, TW11 8GT
A Charitable Industrial & Provident Society. Registered number: 30939R