

leasehold/commercial



Incommunities, Trust House, 5 New Augustus Street, Bradford BD1 5LL

instruction to your bank or building society to pay by Direct Debit

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

Incommunities
Trust House
5 New Augustus Street
Bradford BD1 5LL

amount

name(s) of account holder(s)

branch sort code

 — —

bank/building society account number

name & full postal address of your bank or building society

to: the manager	bank/building Society
address	
postcode	

property housing reference number

originator's identification number

7	6	8	3	9	5
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instruction to your bank or building society - Please pay Incommunities 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 Incommunities and if so, details will be passed electronically to my Bank/Building Society.

signature(s):

date:

for Incommunities official use only
this is not part of the instruction to your bank or building society.

choice of payment date - please tick one box

<input type="checkbox"/> quarterly dates:	<input type="checkbox"/> 01st Jan	<input type="checkbox"/> 01st Apr	<input type="checkbox"/> 01st Jul	<input type="checkbox"/> 01st Oct
	<input type="checkbox"/> 01st Feb	<input type="checkbox"/> 01st May	<input type="checkbox"/> 01st Aug	<input type="checkbox"/> 01st Nov
	<input type="checkbox"/> 01st Mar	<input type="checkbox"/> 01st Jun	<input type="checkbox"/> 01st Sept	<input type="checkbox"/> 01st Dec

<input type="checkbox"/> annual dates	01st of each month for year	month: <input type="text"/>
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<input type="checkbox"/> six monthly	<input type="checkbox"/> 01st April	<input type="checkbox"/> 01st October
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home address

your comments if any



banks and building societies may not accept Direct Debit instructions for some type of accounts

DDI1

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 Incommunities will notify you 10 working days in advance of your account being debited or as otherwise agreed
- if an error is made by Incommunities 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



the easy way to pay – complete the instruction, return it today

a better way to pay your rent

Paying by Direct Debit is the simplest and safest way to pay your rent and other housing accounts. Here's why:

- you remain in control
- you have a money back guarantee
- you can forget queues, cheques, stamps
- it's a lot safer than cash
- you will always be informed at least ten working days in advance of changes to amounts and payment dates
- you are free to cancel at any time

Paying by Direct Debit also makes it cheaper and simpler for us to administer, which benefits every customer within the area.

To start paying by Direct Debit simply complete the instruction overleaf, return it to us and we will automatically claim your payment from your bank or building society. Alternatively your instructions can be taken over the telephone by calling (01274) 254385. Ask for debit control.

If choosing the monthly option, payments should be four weeks in advance (refer to your tenancy agreement).

If you should require any help in completing the instruction overleaf, or any further advice, then please contact us on our helplines. Telephone (01274) 254385.

how to cancel a Direct Debit

You can cancel a Direct Debit at any time. Just write to your bank or building society and send a copy to us. Tell them:

- our name – Incommunities
- the name(s) of the account holder(s)
- your bank or building society account number and branch sort code
- your reference number with us
- the amount of the payment (if you know it)



homes of 1st choice

