



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

### originator's identification number

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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.

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

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

weekly payments  Mondays

monthly payments  5th  28th

home address

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

DD11

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
- it's paid weekly or monthly but you only sign one form and your Bank or Building Society does the rest
- 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 tenant 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) 254153. 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) 254153

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### **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**

