



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

Please fill in this form using a ball point pen and return to:

Aragon Housing Association Ltd  
Katherine's House, Dunstable Street  
Amphill  
Bedfordshire MK45 2JP

Name(s) of Account Holder(s)

Bank or Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To The Manager                      Bank or Building Society  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Tenancy Reference Number (office use only)

Originator's Identification Number

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(For Aragon Housing Association Ltd Official use only)  
This is not part of the instruction to your bank or building society.

Please complete your name, address, and garage address (if appropriate) and preferred monthly payment date

Name:

Address:

Garage:

Payment Date:    1<sup>st</sup>            7<sup>th</sup>            15<sup>th</sup>  
(please circle your preferred date)

Instruction to your Bank or Building Society

Please pay Aragon Housing Association Ltd direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with Aragon Housing Association Ltd and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)  
\_\_\_\_\_  
\_\_\_\_\_  
Date

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

*To the Bank or Building Society: This instruction has not been recorded unless stamped 'received' on the reverse side*



**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 Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Aragon Housing Association Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Aragon Housing Association 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 in the payment of your Direct Debit, by Aragon Housing Association 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 receive a refund you are not entitled to, you must pay it back when Aragon Housing Association 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