



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:

FREEPOST RSTX-KEZG-XEBX

Livin, Farrell House
Arlington Way
DurhamGate
Spennymoor
County Durham
DL16 6NL

9	7	1	4	8	6
FOR Livin Housing Ltd OFFICIAL USE ONLY This is not part of the Instruction to your bank or building society.					

Name(s) of account holder(s)

I wish to pay monthly on or immediately after the:-	I wish to pay weekly on a Friday
6th	20th
	Weekly

Bank/building society account number

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Instruction to your bank or building society Please pay Livin Housing Ltd Direct Debits from the account detailed in this instruction subject to the safeguards by the Direct Debit Guarantee.

Branch Sort Code

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I understand that this instruction may remain with Livin Housing Ltd and, if so, details will be passed electronically to my bank/building society

Name and full postal address of your bank or building society

To the Manager	Building Society
Address:	
Postcode	

Signature(s)

Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Livin Housing Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Livin Housing 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 Livin Housing 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 Livin Housing 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.