Name:

Address:

SHORELINE HOUSING PARTNERSHIP LIMITED

Account Number.....
For Admin Use Only

Instruction to your Bank or Building Society to pay Direct Debits

Please fill in the shaded boxes using a ball point pen and send it to:

Shoreline Housing Partnership
Finance team
Shoreline House
Westgate Park
Charlton Street
Grimsby
DN31 1SQ

Originator's Identification Number 6 5 3 8 8 8

Reference Number

Name(s) of Account Holder(s)

Bank/ Building Society Number

Branch Sort Code

Name and full postal address of your Bank/ Building society

To the manager **Bank/ Building Society**

Address

Postcode

For Shoreline Housing Partnership Limited

This is not part of the instruction to your bank or building society

Direct Debits are collected on the Monday of each week or the 1st of each month (or nearest working day). Please tick:

- ☐ **I would like my Direct Debit to be collected on the Monday of each week**
- ☐ **I would like my Direct Debit to be collected on the 1st of each month**

Instruction to your Bank or Building Society

Please pay Shoreline Housing Partnership Limited Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit guarantee.
I understand that this instruction may remain with Shoreline Housing Partnership Limited 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

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 Shoreline Housing Partnership Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Shoreline 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 in the payment of your Direct Debit by Shoreline 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 receive a refund you are not entitled to, you must pay it back when Shoreline 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.

DD-SH-07