



Please fill in the whole form and send it to:  
**West Kent Housing Association**  
 101 London Road, Sevenoaks, Kent, TN13 1AX

# Instruction to your bank or building society to pay by Direct Debit

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

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**Name(s) of account holder(s)**


**Instruction to your bank or building society**  
 Please pay West Kent Housing Association 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 West Kent Housing Association and, if so, details will be passed electronically to my bank/building society.

**Bank/building society account number**

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Signature(s)

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Date

**Branch sort code**

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**Reference**

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

DDI4

This is not part of the Instruction to your bank or building society and must be detached by West Kent Housing Association before submission to the paying bank.

<p><b>Your Name &amp; Address:</b></p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						<p><b>Payment Frequency (Please Tick)</b></p> <p>Weekly <input type="checkbox"/></p> <p>Fortnightly <input type="checkbox"/></p> <p>Monthly <input type="checkbox"/></p>	<p><b>Payment Information</b></p> <p>Direct Debits will be collected from your bank account on the frequency selected.</p> <p>Once your Direct Debit has been setup you will be sent a schedule of the payments.</p>

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 West Kent Housing Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request West Kent housing Association 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 West Kent Housing Association 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 West Kent 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.