



Please fill in the whole form and return it to:  
Pentland Housing Association, 37-39 Traill Street,  
Thurso, Caithness, KW14 8EG

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

**Name and full postcode of your Bank or Building Society**

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
| Postcode        |                       |

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 0 | 0 | 2 | 9 | 6 |
|---|---|---|---|---|---|

Tenant Ref No

|  |  |  |  |  |  |  |  |  |  |
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Name(s) of Account Holder(s)

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**Instruction to your Bank or Building Society**

Please pay Pentland 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 Pentland Housing Association and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

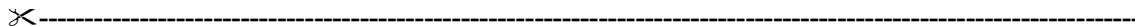
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Branch Sort Code

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|              |
|--------------|
| Signature(s) |
|              |
| Date         |

Banks and Building Societies may not accept Direct Debit Instructions from 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 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 Pentland Housing Association will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Pentland Housing Association 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.