



**SAXON
WEALD**



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

**PLEASE FILL IN THE WHOLE FORM USING
A BALLPOINT PEN AND SEND IT TO:**

Saxon Weald,
Saxon Weald House
38-42 Worthing Road,
Horsham
RH12 1DT

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address: _____

Postcode: _____

Reference Number

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Service User Number

6	5	2	8	5	4
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**For Saxon Weald Official Use Only. This is not part of the
Instruction to your Bank or Building Society**

Reference:

CUSTOMER TO COMPLETE

Please complete the information below, including your property address, so that we can match this to our records

Amount: £

Monthly Select date between 1-28:

Weekly (payment collected on Fridays)

Re: Property address:

Instruction to your Bank or Building Society.

Please pay Saxon Weald 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 Saxon Weald 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 Saxon Weald will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Saxon Weald 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 Saxon Weald 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 Saxon Weald 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.