



Please fill in boxes 1 to 8 and send this form to:  
 Poole Housing Partnership Ltd  
 Beech House  
 28-30 Wimborne Road  
 POOLE  
 BH15 2BU



**1** Name and full postal address of your bank or building society

To the Manager .....

.....

.....

.....

**2** Name(s) of Account Holder(s)

.....

.....

**3** Bank/Building Society Account Number

.....

**4** Branch Sort Code

..... - ..... - .....

**5** Reference Number

.....

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

Originator's Identification Number

9 3 0 2 7 1

**6** Direct Debits are made monthly, either on the 1st or 10th, or the nearest working day thereafter. Please tick to indicate which payment date you prefer:

- 1st of the month
- 10th of the month

**FOR POOLE HOUSING PARTNERSHIP OFFICIAL USE ONLY**

This is not part of the instruction to your Bank or Building Society

**7** Property Address

.....

.....

**Instruction to your Bank or Building Society**

Please pay Poole Housing Partnership 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 Poole Housing Partnership and if so, details will be passed electronically to my Bank or Building Society.

**8** Signature(s) .....

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 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, Poole Housing Partnership will notify you 10 working days in advance of your account being debited or as otherwise agreed
- If an error is made by Poole Housing Partnership 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 the letter to Poole Housing Partnership