ACHA
argyll community housing association

Please complete this form using a ballpoint pen and return it to:

Argyll Community Housing Association
Finance and IT Department
Dalriada House
LOCHGILPHEAD
PA31 8JL

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address

Postcode

Reference Number

DIRECT Debit

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

Originator's Identification Number

8	0	2	1	2	4

Instruction to your Bank or Building Society
Please pay Argyll Community 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 Argyll Community Housing Association 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 from some types of account.

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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, Argyll Community Housing Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Argyll Community Housing Association to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Argyll Community 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 Argyll Community 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.