



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

Please fill in the whole form using a ball point pen and send it to:

Soha Housing Limited

Royal Scot House

99 Station Road

Didcot OX11 7NN

Service user number

7 5 8 1 9 4

Name(s) of Account Holder(s)

Empty text box for account holder name

For Soha official use only. This is not part of the instruction to your bank or building society.

Please indicate with a **X** when you would like your

Direct Debit to be taken:

1<sup>st</sup>       8<sup>th</sup>       15<sup>th</sup>       24<sup>th</sup>

Other - Please specify date:

Empty text box for specifying date

Bank / Building Society Account Number

Empty grid for account number

Branch Sort Code

Empty grid for branch sort code

Notes:

**Instruction to your Bank or Building Society**  
Please pay Soha Housing Limited 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 Soha Housing Limited and, if so, details will be passed electronically to my Bank / Building Society.

Name and address of your Bank or Building Society

To: The Manger Bank / Building Society

Address

Empty text box for address

Signature(s)

Empty text box for signature

Post Code

Empty text box for post code

Date

Empty text box for date

Reference

Empty text box for reference

Banks and Building Societies may not accept Direct Debit instructions for some types of account

DDI 1

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 Soha Housing Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Soha Housing Limited 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 Soha Housing Limited 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 Soha Housing Limited 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.