



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

Service User Number: 8 3 9 6 0 1

RIA Paid. If applicable  
£

Name(s) of Account Holder(s).

Bank/Building Society Account Number.

Branch Sort Code.

Please indicate when and how often you want to pay your rent.

Weekly  Day

Fortnightly  Day

4 weekly  Date

Monthly  Date

For allpay Ltd / Severnside Housing official use only. This is not part of the instruction to your Bank or Building Society.  
**PLEASE COMPLETE YOUR HOME ADDRESS DETAILS BELOW.**  
Address:  
  
  
  
Postcode:

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

Please pay allpay Ltd Re; Severnside Housing 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 allpay Ltd Re; Severnside Housing and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)  
  
Date.

**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, allpay Limited Re; Severnside Housing will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re; Severnside Housing 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 allpay Limited Re; Severnside Housing 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 allpay Limited Re; Severnside Housing asks you to. You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.