

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

Please fill in the whole form including official use box using a ball point pen and send it to:  
**RYKNELD HOMES LTD, 2013 MILL LANE, WINGERWORTH, CHESTERFIELD S42 6NG**

Name(s) of Account Holder(s)

Originator's Identification Number

9 | 7 | 3 | 6 | 5 | 2

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank/Building Society

To: THE MANAGER

Bank/Building Society

Address

Postcode

Rent Account Reference Number (if known)

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

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

Garage address (complete only if Direct Debit is for garage):

Please state your preferred payment date (tick one box):

7th ☐ 15th ☐ 21st ☐ 28th ☐

Instruction to your Bank/Building Society

Please pay Rykneld Homes Ltd 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 Rykneld Homes Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

This Guarantee must 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, Rykneld Homes Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Rykneld Homes Ltd 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 your letter to us.



# NO ENGLISH? NO PROBLEM

If you require this publication  
in large print or braille  
please call us on

**01246 217670**

**Rykneld**  
HOMES  
*at the heart of communities*



## Język polski

W Rykneld Homes zależy nam na dostarczaniu doskonałej jakości usług naszym lokatorom, dzierżawcom i mieszkańcom. Aby porozmawiać z nami po polsku zadzwoń pod numer

**01482 971724**



## For all other languages

**01246 217670**

## How to complete the Direct Debit instruction overleaf

Most of the details asked for can be found from your own cheque book. If you refer to one of your cheques and compare it to the example shown below, it will enable you to complete the first four questions on this form.

Money Bank plc Anytown Branch 10 Rent Street, Anytown AB1 2CD		Date _____	87-65-43	Sort Code number of your branch
Pay _____ _____ _____		<div>£</div>		Name of your account
		MR D. DEBIT		
<b>Cheque No</b> 662244	<b>Branch No</b> 87:65:43	<b>Account No</b> 12345678	Number of your account at the branch	