

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

Exchequer Services  
Vico Homes  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX

Name(s) of Account Holder(s)

Bank / building society account number

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Branch Sort Code

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Name and full postal address of your bank or building society

To: The Manager	Bank / Building Society
Address	
Postcode	

Reference

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## Instruction to your bank or building society to pay by Direct Debit



Service User Number

9	7	3	2	7	9
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For Vico Homes Limited official use only

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

Customer's Name:

Address

Contact Phone Number:

Amount to be collected:

£

Monthly Payments on

1st ☐ or 8th ☐ or 15th ☐ or 25th ☐

Weekly Payment on

Tuesday ☐ or Friday ☐ Start date \_\_\_\_\_

Fortnightly Payment on

Tuesday ☐ or Friday ☐ Start date \_\_\_\_\_

Please tick one box only

### Instruction to your bank or building society

Please pay **Vico Homes 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 **Vico Homes Limited** 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 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Vico Homes Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Vico Homes Limited 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 Vico Homes 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 Vico Homes 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.