HARPENDEN BUILDING SOCIETY

*local reputation, national recognition*

DIRECT Debit

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

**Please complete and email this form to the Society or send it to:**

Harpenden Building Society
FREEPOST SB165
Harpenden
AL5 4BR

**Originator's Identification Number**

| 7 | 1 | 0 | 3 | 0 | 6 |
|---|---|---|---|---|---|

**Reference Number**

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FOR HARPENDEN BUILDING SOCIETY OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

**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

**Instruction to your Bank or Building Society**

Please pay Harpenden Building Society 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 Harpenden Building Society 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

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 Harpenden Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harpenden Building Society 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 Harpenden Building Society or your Bank or Building Society, you are entitled to a full and immediate refund from your Bank or Building Society.
- If you receive a refund you are not entitled to, you must pay it back when Harpenden Building Society ask 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.