





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

Please complete and email this form to the Society or send ito:	Originator's Identification Number										
Harpenden Building Society	7	1	0	3	0	6					
FREEPOST SB165	Referen	ce Num	ber								
Harpenden AL5 4BR											
			ARPENDE not part of								
Name(s) of Account Holder(s)											
Bank/Building Society account number											
Branch Sort Code											
		-	our Ban		-	-					
			oenden E nstruction								
Name and full postal address of your Bank or Building Society	Debit G	uarantee	e. I under	stand th	at this in:	struction	may	rema	ain wit	h	
To: The Manager Bank/Building Society			ding Soci ding Soci		if so, de	taiis wiii	ве ра	ssec	i elect	ronica	ally
Address	Signatu	re(s)									
Postcode	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 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.