

Clarion Housing – Direct Debit Mandate Form

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



Please fill in the whole form and send it to:

Clarion Housing Association Limited, Reed House, Peachman Way, Broadland Business Park,
Norwich, NR7 0WF

SERVICE USER NUMBER

8 5 8 1 6 4

Name and full postal address of your bank or building society.

To: The Manager

Bank/building society

Reference number



Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sortcode

Instruction to your bank or building society

Please pay Clarion Housing Association 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 Clarion Housing Association Limited and if so, details will be passed electronically to my bank/building society.

Signature(s)

Date (dd/mm/yy)

DDI4

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This is not part of the Instruction to your Bank or Building Society and must be detached by Clarion Housing Association Limited before submission to the Paying Bank.

Please indicate which day of the month you wish to pay:

Preferred Payment date (1st - 28th):

or

Last day of the month (please tick):

All payments must be made in advance

Address of account holder if different to property address

Postcode

Property address

Postcode

Confirmation of the Direct Debit being set up may take up to 14 days from receipt of this form.

If your housing benefit entitlement changes, it is your responsibility to advise us. Failure to notify us may put your account into arrears.

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 Clarion Housing Association Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clarion Housing Association Limited 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 Clarion Housing Association 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 Clarion Housing Association 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