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

Please fill in the whole form and send it to: Fortis Living **Ltd, Progress House, Midland Road, Worcester, WR5 1DU**

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference

Service user number

4	3	9	2	6	6

Instruction to your bank or building society

Please pay Fortis Living 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 Fortis Living Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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 Fortis Living Ltd before submission to the paying bank.

Account Name and Address:- _____

_____

_____

_____

Contact Number: _____

Postal Address if different to above:-

_____

_____

_____

Payments **for Market rented,Intermediate,Leaseholders, Students and Shared Ownership MUST** be on the on the **1st** of each month.
For all other accounts please indicate your perferred date or day (**please allow 16days set up time**):-

Monthly from 1st to 28th ☐

Weekly Mon to Fri ☐

Fortnightly Mon to Fri ☐ start date
State preferred start date

Four Weekly Mon to Fri ☐ start date
State preferred start date

To be completed by Fortis Living **Ltd**

Received & Actioned Date :_____by _____

Account Balance as at the above date: _____

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 Fortis Living Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Fortis Living Ltd 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 Fortis Living Ltd 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 Fortis Living Ltd 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.