



PLEASE FILL IN THE FORM USING A BALL POINT PEN:

allpay Limited Re:  
 Tower Hamlets Community Housing  
 Fortis et Fides  
 Whitestone Business Park,  
 Whitestone,  
 Hereford. HR1 3SE

Name(s) of Account Holders(s).

Bank/Building Society Account Number.

Bank Sort Code.

Name & full postal Address of your Bank or Building Society.

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

Service User Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 3 | 9 | 8 | 7 | 1 |
|---|---|---|---|---|---|

Please complete your Address and Telephone Number.

This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Tower Hamlets C H official use only.

Address

Postcode

Telephone Ref:

Instruction to your Bank or Building Society.

Please pay allpay Limited Re: Tower Hamlets C H 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 allpay Limited Re: Tower Hamlets C H and, if so, details will be passed electronically to my Bank or Building Society.

Signatures

Date

Reference

|   |   |   |   |  |  |  |  |  |  |  |  |  |
|---|---|---|---|--|--|--|--|--|--|--|--|--|
| T | H | C | H |  |  |  |  |  |  |  |  |  |
|---|---|---|---|--|--|--|--|--|--|--|--|--|

Banks and Building Societies may not accept Direct Debit Instructions on 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, allpay Limited Re: Tower Hamlets C H will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re: Tower Hamlets C H 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 allpay Limited Re: Tower Hamlets C H 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 allpay Limited Re: Tower Hamlets C H 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.

## Direct Debit Payment Details

|   |  |                     |  |
|---|--|---------------------|--|
| Reference Number  |  |                     |  |
| 1st Payment Amount  |  | Date of 1st Payment |  |
| Subsequent Payments   |  | Next Due Date       |  |
| Frequency of Payment  |  |                     |  |
| Area Office (if applicable)   |  |                     |  |
| Date of entry onto Webconnect   |  |                     |  |
| Please enter the details of the customer, if different from those of the bill payer overleaf: |  |                     |  |
| Name  |  |                     |  |
| Address   |  |                     |  |
|   |  |                     |  |
|   |  |                     |  |
| Postcode  |  |                     |  |

PLEASE RETURN TO:

Payments will be collected on behalf of:

**TOWER HAMLETS COMMUNITY HOUSING  
285 COMMERCIAL ROAD  
STEPNEY  
LONDON  
E1 2PS**