



Please fill in the form using a ball point pen and send to:

allpay Limited  
Fortis et Fides  
Whitestone Business Park  
Whitestone  
Hereford  
HR1 3SE

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

Service User Number

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Name(s) of Account Holder(s).


Bank/Building Society Account Number.

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Branch Sort Code.

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

To: The Manager	Bank/Building Society
Address	
Postcode	

<b>For allpay Limited official use only.</b> This is not part of the instruction to your Bank or Building Society. Please complete your address and telephone number.	
Address:	
Postcode:	
Telephone:	Ref:

**Instruction to your Bank or Building Society**

Please pay allpay 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 allpay Limited and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)
Date

Reference

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

## Direct Debit Payment Details

<b>Reference number</b>			
<b>1<sup>st</sup> Payment Amount</b>		<b>Date of 1<sup>st</sup> Payment</b>	
<b>Subsequent Payments</b>		<b>Next Due Date</b>	
<b>Frequency of Payment</b>			
<b>Area office (if applicable)</b>			
<b>Date of entry onto Webconnect</b>			
<b>Please enter the details of the customer, if different from those of the bill payer overleaf:</b>			
<b>Name</b>			
<b>Address</b>			
<b>Post Code</b>			

**Payments will be collected on behalf of :**

**Ochil View Housing Association Ltd  
Ochil House  
Marshall  
ALLOA  
FK10 1AB**