



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

Circle 33 Housing Trust 6 Central Avenue St Andrew's Business Par Norwich Norfolk NR7 0HR
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Instructions to your Bank or Building Society to pay by Direct Debit.

Originator's identification 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	

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

Signature(s)
Date

allpay.net Limited Reference Number.
For Official use only

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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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change allpay.net Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by allpay.net Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

Telephone 0870 240 2953

Direct Debit Payment Details

Please complete the following details:

Tenancy number	
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Please indicate how frequently you wish to pay by ticking in the appropriate box	Weekly	Fortnightly	Every four weeks	Monthly

Please indicate on which date you wish to pay from 1st to 28th	
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Please enter the details of the customer, if different from those of the bill payer overleaf:

Name	
Address	
Post Code	

FOR OFFICE USE ONLY:

1 st Payment Amount		Date of 1 st Payment	
Subsequent Payments		Next Due Date	
Area office (if applicable)			
Date of entry onto Webconnect			

Payments will be collected on behalf of :

Circle 33 Housing Trust
6 Central Avenue
St Andrew's Business Park
Norwich
Norfolk
NR7 0HR

Direct Debit Checklist;

Please check the following when submitting a Direct Debit Mandate:

- The bank account number is 8 digits long (no more and no less)
- The sort code is 6 digits long (no more and no less)
- You have provided your bank address details
- You have confirmed with your bank that your account details are correct and that your account supports direct debit payments
- You have quoted your tenancy number and/or address
- You have specified the date and frequency you wish the Direct Debit to be collected. When providing a date, please allow **16** working days before the collection date for us to process your mandate and to provide you written confirmation that your Direct Debit is active.
- The form has been signed by an authorised signatory listed on your bank mandate

Please send the duly completed and signed form to:

**Circle Anglia
6 Central Avenue
St Andrew's Business Park
Norwich
Norfolk
NR7 0HR**