



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

Southway Housing Trust  
Southern Gate  
729 Princess Road  
West Didsbury  
Manchester  
M20 2LT

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

Service User Number

4 1 8 3 8 5

Name(s) of Account Holder(s).

[Empty box for Name(s) of Account Holder(s)]

For allpay Limited official use only.  
This is not part of the instruction to your Bank or Building Society. Please complete your address and telephone number.

«T1Title» «T1Inits»  
«T1Surn»  
«CAddr1»  
«CAddr2»  
«CPC»  
«TelNo»

Bank/Building Society Account Number.

[Empty box for Bank/Building Society Account Number]

Branch Sort Code.

[Empty box for Branch Sort Code]

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.

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

To: The Manager Bank/Building Society  
Address  
Postcode

Signature(s)  
Date

Reference

S T W R «TencyRef»

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 Bank 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 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 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.

Please state the date of your first payment and the frequency (weekly, fortnightly, four weekly, monthly) you would like the rent paid.

Date:- ..... Frequency.....

### Direct Debit Payment Details

Reference number			
1 <sup>st</sup> Payment Amount		Date of 1 <sup>st</sup> 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			
Post Code			

Payments will be collected on behalf of :

**Southway Housing Trust**  
**Southern Gate**  
**729 Princess Road**  
**West Didsbury**  
**Manchester**  
**M20 2LT**