

HOW TO COMPLETE THE DIRECT DEBIT FORM

- 1 . Complete the direct debit mandate with the details of the bank account from which the payment will be taken. The form should be signed by **all** signatories where indicated.
- 2 . **Your mortgage account number must be entered in the box marked reference number.**
- 3 . The **originators identification** number is 808054, please ensure this is quoted in the relevant box.
- 4 . At least 7 **days notice** will be given to you before your first payment is collected.
- 5 . The Society can collect your direct debit payments between the 1st and 28th of the month, please state below which date you would prefer:

Please collect my payment on the (any date between the 1st - 28th)

If this date is a weekend or Bank Holiday, payment will be collected within 3 days of this date.

You should ensure you keep the Direct Debit Guarantee for your records.