



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Melin Homes Ltd Ty'r Efail Lower Mill Field Pontypool Torfaen NP4 0XJ
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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 and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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**FOR MELIN HOMES LTD OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.

Please select which payment dates you would prefer:

**(Please circle one of the 5 options)**

**Weekly** on a Friday or

**Monthly** on 1<sup>st</sup> or 8<sup>th</sup> or 15<sup>th</sup> or 23<sup>rd</sup>

Your Address: .....

.....

..... **Post Code:** .....

**Email address for direct debit correspondence:**

.....

**Your Telephone no.** .....

**Instruction to your bank or building society**

Please pay Melin Homes Ltd 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 Melin Homes Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for 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 Melin Homes Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Melin Homes Ltd 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 Melin Homes Ltd 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 Melin Homes Ltd 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.

