



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

Flagship Housing Group Ltd.
31 King Street
Norwich
Norfolk
NR1 1PD

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

Service User No.

6 7 6 2 6 8

Name(s) of Account Holder(s)

[Empty box for account holder name]

Bank/Building Society account number

[Empty box for account number]

Branch Sort Code

[Empty box for branch sort code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
[Empty box for address]
[Empty box for address]
Post Code

**FOR FLAGSHIP HOUSING GROUP LTD
OFFICIAL USE ONLY**
This is not part of the Instruction to your Bank or Building Society
Your name and address

Please select your preferred payment date:
Monday Tuesday Wednesday Thursday Friday
Weekly
Monthly 1st to 28th [] (enter date)

Instruction to your Bank or Building Society

Please pay Flagship Housing Group Ltd Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Flagship Housing Group Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Reference

[Empty box for reference]

Signature(s)
Date:

Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

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, Flagship Housing Group Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request Flagship Housing Group 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 Flagship Housing Group 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 Flagship Housing Group Ltd asks you to.
- You can cancel a Direct Debit at any time, by simply contacting your Bank or Building Society. Written confirmation