



PLEASE FILL IN THE FORM USING A BALL POINT PEN  
AND RETURN TO THE ADDRESS OVERLEAF →

allpay Limited Re:  
Heylo Housing Group Ltd  
Fortis et Fides  
Whitestone Business Park,  
Whitestone,  
Hereford. HR1 3SE

Name(s) of Account Holders(s).

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Bank/Building Society Account Number.

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Bank Sort Code.

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

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
|                 |                       |
|                 |                       |
| Postcode        |                       |

Reference

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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 accept instructions to pay Direct Debits.
- ° If there are any changes to the amount, date or frequency of your Direct Debit, allpay Limited Re: Heylo Housing Group Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re: Heylo 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 allpay Limited Re: Heylo 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 allpay Limited Re: Heylo 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 may be required. Please also notify us.



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

Service User Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 6 | 8 | 6 | 6 | 6 |
|---|---|---|---|---|---|

#### Please complete your Address and Telephone Number.

This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Heylo Housing Group Ltd official use only.

Address

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Postcode

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Telephone

Ref:

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#### Instruction to your Bank or Building Society.

Please pay allpay Limited Re: Heylo Housing Group 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 allpay Limited Re: Heylo Housing Group Ltd and, if so, details will be passed electronically to my Bank or Building Society.

Signatures

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Date

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## Direct Debit Payment Details

|                                                                                               |  |                     |  |
|-----------------------------------------------------------------------------------------------|--|---------------------|--|
| Client Reference Number                                                                       |  |                     |  |
| 1st Payment Amount                                                                            |  | Date of 1st Payment |  |
| Subsequent Payments                                                                           |  | Next Due Date       |  |
| Frequency of Payment                                                                          |  |                     |  |
| Please enter the details of the customer, if different from those of the bill payer overleaf: |  |                     |  |
| Name                                                                                          |  |                     |  |
| Address                                                                                       |  |                     |  |
|                                                                                               |  |                     |  |
|                                                                                               |  |                     |  |
| Postcode                                                                                      |  |                     |  |

PLEASE RETURN TO:

Payments will be collected on behalf of:

HEYLO HOUSING GROUP LTD  
CHELSEA HARBOUR DRIVE  
6TH FLOOR DESIGN CENTRE EAST  
LONDON  
LONDON  
SW10 0XF