



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

allpay Limited Re:
Plymouth Community Homes
Fortis et Fides
Whitestone Business Park
Whitestone
Hereford. HR1 3SE

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

Service User Number

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Name(s) of Account Holder(s).

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

Address:

Bank/Building Society Account Number.

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Postcode:

Telephone:

Ref:

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Branch Sort Code.

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Instruction to your Bank or Building Society

Please pay allpay Limited Re: Plym. Comm. Homes 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: Plym. Comm Homes 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)

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Date

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Reference

For allpay Ltd office use only

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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: Plym. Comm. Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re: Plym. Comm. Homes 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: Plym. Comm. Homes 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: Plym. Comm. Homes 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.

To be completed by you, please

Reference number (Please enter full Plymouth Community Homes account reference details e.g. Rent Account or Leaseholder Invoice no:).	
Frequency of Payment (Please circle required frequency).	Weekly Fortnightly Monthly Four- Weekly
Day of Payment (Please circle required day of payment, if appropriate or default will be Monday).	Monday Tuesday Wednesday Thursday Friday
Date of Payment (If monthly , please enter the date that you choose to make your payment in advance. If left blank, default will be the first day of the month that payment is due).	
Where to send the form: Please hand the completed form in at your local Housing Branch Office or mark your envelope 'Private & Confidential. For the attention of the Finance Team' and send to Plymouth Community Homes Ltd, Princess Court, 23, Princess Street, PLYMOUTH PL1 2EX.	

For office use only, below this line.

Scheme Codes: Indicating the 4 alpha characters to be input on the front page

Rent – PLCR Garage Rent – PLCG Court Costs – PLCO

Rechargeable Works – PLRE HB Overpayments – PLBO Insurances (THCIS) – PLCI

Leaseholder Service Charges – PLSC Leaseholder Capital Works – PLSW

1 st Payment Amount	£	Date of 1 st Payment	
Subsequent Payments	£	Next Due Date	
Area Office			

Input onto system (name & date):

Please enter the details of the customer, if different from those of the bill payer overleaf:

Name	
Address	
Post Code	

NB: Please ensure that the original of the completed mandate is sent to the Finance Team at Princess Court

PLEASE RETURN TO:



Plymouth Community Homes Ltd
Princess Court,
23, Princess Street
PLYMOUTH
PL1 2EX