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:

Stiles Harold Williams Ltd
Property Management Accounts
One Jubilee Street
Brighton
East Sussex
BN1 1GE FAO VAL HARMAN

Originator's Identification Number

8	3	7	9	6	9

Reference

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

FOR Stiles Harold Williams Ltd OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.
PLEASE ENTER UNIT ADDRESS AND TENANT NAME

Instruction to your Bank or Building Society

Please pay Stiles Harold Williams 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 Stiles Harold Williams Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI3

Standing Order Cancellation

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

With immediate effect, please cancel my/our Standing Order authority payable to Stiles Harold Williams Ltd under:

Account reference No.

Branch Sort Code

Bank/Building Society account number

Name(s) of Account Holder(s)

Signatures

Date

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Stiles Harold Williams Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stiles Harold Williams Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.