



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

Hastoe Group
Marina House
17 Marina Place
Hampton Wick
Kingston upon Thames
Surrey
KT1 4BH

Name(s) of account holder(s)

Branch	sort cod	lo.						l
Dranon	3011 000							
Name a	nd full p	ostal ad	ldress o	f your b	ank or b		society	, aggiety
						Dai	ik/bullullig	Society
Address								
					Postcode)		

Bank/building society account number

Tenant Reference Number

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

Service user number					
8	3	8	1	0	3

FOR Hastoe Group OFFICIAL USE ONLY This is not part of the instruction to your bank or building society.
Please complete the below
Your Address:
Date you would like the direct debit to start:
Amount £
Frequency (e.g. weekly, monthly):

Instruction to your bank or building society

Please pay Hastoe Group 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 Hastoe Group 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

DDI1

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 Hastoe Group will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hastoe Group 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 Hastoe Group 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 Hastoe Group 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.