

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

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

**Places for People**  
 18 South Rings Business Park  
 Craven Drive  
 Bamber Bridge  
 Preston  
 Lancashire PR5 6BZ

Service User Number

9 | 7 | 2 | 0 | 3 | 0

Name(s) of Account Holder(s)

\_\_\_\_\_

FOR PLACES FOR PEOPLE OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.  
 If you pay weekly, please indicate which day of the week you wish your payment to be requested.  
 Monday  Tuesday  Wednesday  Thursday  Friday  
 or  
 If you pay monthly, please indicate which date of the month you wish your payment to be requested  
 Please choose between 1 to 31

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

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

Please pay Places for People 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 Places for People and, if so, details will be passed electronically to my Bank/Building Society.

Payment Reference Number

\_\_\_\_\_

Signature(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date

Banks and Building Societies may not accept Direct Debit Instructions for 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 Places for People will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Places for People to collect a payment, confirmation 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 Places for People 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 Places for People 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.