



PLEASE FILL IN THE FORM USING A BALL POINT PEN:

allpay Limited Re:
Red Kite Community Housing Ltd
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

Grid containing Service User Number: 8 3 9 7 9 6

Name(s) of Account Holders(s).

Empty box for Name(s) of Account Holders(s).

Bank/Building Society Account Number.

Grid for Bank/Building Society Account Number.

Bank Sort Code.

Grid for Bank Sort Code.

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

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

Please complete your Address and Telephone Number. This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Red Kite Community Housing Ltd official use only. Address, Postcode, Telephone, Ref.

Instruction to your Bank or Building Society.

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

Signatures, Date

Reference

allpay use only

Grid for Reference: R K H R

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: Red Kite Community Housing Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by allpay Limited Re: Red Kite Community Housing 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: Red Kite Community Housing 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.

## Direct Debit Payment Details

Reference

Please indicate which instalment date you would like by ticking the appropriate box.

Weekly

Fortnightly

4 Weekly

Monthly

Date of 1<sup>st</sup> payment (dd/mm/yy):      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Red Kite Community Housing official use only

1 <sup>st</sup> Payment Amount:	1 <sup>st</sup> Payment Date:
Subsequent Amount:	2 <sup>nd</sup> Payment Date:
Date of entry on Webconnect:	
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:

RED KITE COMMUNITY HOUSING LTD  
WINDSOR COURT  
KINGSMEAD BUSINESS PARK  
FREDERICK PLACE  
HIGH WYCOMBE  
BUCKS  
HP11 1JU