



Please complete all shaded fields in ball point pen



Allpay Limited Re:
Northern Ireland Housing Executive
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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Please complete your address and telephone number. This is not part of the instruction to your Bank or Building Society. For Allpay Limited official use only.

Address

Postcode

Telephone

Name (s) of Account Holder (s)

Bank/ Building Society Account Number

Bank sort code

Name and full postal address of your Bank or Building Society .

To: The Manager Bank/ Building Society

Address

Postcode

Signatures:

Date

If joint bank account please ensure, if needed, both names and signatures are provided

Instruction to your Bank or Building Society

Please pay Allpay Limited 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 and , if so, details will be passed electronically to my Bank or Building Society.

Reference number		Invoice number	
1 st payment amount	£	Date of 1st payment	/ / 2021
Subsequent payments	£	Next due date	/ / 2021
Frequency of payments	Weekly / Monthly (please delete as applicable)		

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Please return form to the address overleaf or to your local NIHE office

**Banks and Building Societies may not accept Direct Debit instructions on some types of accounts
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 will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Allpay Limited 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 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 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**

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

Name

Address

Postcode

PLEASE RETURN TO:

Northern Ireland Housing Executive,
Housing Benefit Recovery Office,
29, Antrim Street,
Lisburn,
BT28 1AU

Payments will be collected on behalf of:

**THE HOUSING CENTRE
2 ADELAIDE ST.
BELFAST
N. IRELAND
BT2 8PB**