



Holly Lodge Estate Committee

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

Please fill in the whole form and send it to:

Estate Manager
HLEC Office, Opposite 8 Holly Lodge Gardens
London N6 6AA

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Reference (to be supplied by the Estate Secretary)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Service user number

7	2	6	9	5	1
---	---	---	---	---	---

Instruction to your bank or building society

Please pay Holly Lodge Estate Committee 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 the Holly Lodge Estate Committee and, if so, details will be passed electronically to my bank/building society.

Holly Lodge Address and Postcode

--

Phone Number

--

Signature(s)

--

Date

Please indicate if you wish to pay annually or twice-yearly in two equal instalments:

Yearly (20th December)

Twice Yearly (20th December and 20th June)

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 Holly Lodge Estate Committee will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Holly Lodge Estate Committee 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 Holly Lodge Estate Committee 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 Holly Lodge Estate Committee 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.

