



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

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

Harpenden Building Society
 FREEPOST SB165
 Harpenden
 AL5 4BR

Originator's Identification Number

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Reference

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Name(s) of Account Holder(s)

FOR HARPENDEN BUILDING SOCIETY OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society.

Bank/Building Society account number

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Branch Sort Code

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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 Harpenden Building Society 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 Harpenden Building Society 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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Standing Order Cancellation

Branch Sort Code

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Bank/Building Society account number

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With immediate effect, please cancel my/our Standing Order authority payable to Harpenden Building Society under

Account Reference No.

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Signature(s)

Date

Name(s) of Account Holder(s)

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 Harpenden Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harpenden Building Society 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 Harpenden Building Society or your Bank or Building Society, you are entitled to a full and immediate refund from your Bank or Building Society
- If you receive a refund you are not entitled to, you must pay it back when Harpenden Building Society 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