



# INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the form and send to : **Leeds Building Society, 105 Albion Street, Leeds, LS1 5AS**

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

To The Manager		Bank / Building Society
Address:		
Postcode:		

### Originator's Identification Number

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For Leeds Building Society official use only.

### LEEDS BUILDING SOCIETY ACCOUNT NUMBER

THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

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### Name(s) of Account Holder(s)

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### Instruction to your Bank or Building Society

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

### Bank / Building Society account number

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### Branch Sort Code

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### Reference Number

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Signature(s) :

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account

## STANDING ORDER CANCELLATION

Please complete this section if you currently pay by Standing Order

Please cancel my / our Standing Order authority payable to Leeds Building Society under:

Account reference number

With immediate effect

Name of Bank/Building Society

Account number

Customer's Account Name

Branch sort code

Signature(s) : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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 Leeds Building Society will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Leeds 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 Leeds Building Society 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 Leeds 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.