



# Instructions to your Bank or Building Society to pay by Direct Debit



Service User Number

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Please fill in the whole form and send to: Halifax, Barnett Way, Gloucester GL4 3RL

1. Name and full postal address of your bank or building society branch

To: The Manager	
_____	
bank or building society	
Address	
_____	
Postcode	
_____	

2. Name(s) of account holder(s)  
(from which funds will be paid)

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3. Branch sort code  
(from the top right hand corner of your cheque)

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4. Bank/building society account number

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Banks and building societies may not accept direct debit instructions for some types of account.

5. Halifax mortgage account number

10
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6. Instruction to your bank or building society

Please pay Halifax direct debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

I understand that this instruction may be retained by Halifax and if so, details will be passed electronically to my bank/building society.

Signature(s)
_____
Date
_____

Halifax is a division of Bank of Scotland plc.  
Registered in Scotland No. SC327000.  
Registered Office: The Mound, Edinburgh EH1 1YZ.

**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 Halifax will notify you 4 working days in advance of your account being debited or as otherwise agreed. If you request Halifax 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 Halifax a division of Bank of Scotland plc 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 Halifax 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.