



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



Service User Number

8 3 9 7 6 9

Please fill in the whole form and send to: **Halifax, Barnett Way, Gloucester GL4 3RL**  
or Fax to **0845 6003855**

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)

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

1 0

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
  - o 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.