

direct debit mandate form

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:

Baskeys
22 Osborne Road
Jesmond
Newcastle upon Tyne
NE2 2AD

Name(s) of Account Holder(s)

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| |

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

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| Bank/Buildina Societv |
| Address |
| |
| Postcode |

Reference Number (FOR BASKEYS USE ONLY)

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Monthly payments

Due to be paid on the start date of the tenancy and on that same date each month for the duration of the tenancy.

FOR BASKEYS OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Tenants Name:

Property:

Rent pcm:

Tenancy from :

Tenancy to:


Duration:

Instruction to your Bank or Building Society
 Please pay Baskeys 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 Baskeys and, if so, details will be passed electronically to my Bank/Building Society.

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|---------------|
| Signature(s): |
| |
| Date: |

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



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 Baskeys will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Baskeys 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 Baskeys 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 Baskeys 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.