



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

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

Heywood Finance Limited  
Finance Department  
Bracken House  
Charles Street  
Manchester  
M1 7BD

Originator's Identification Number

6 8 7 4 7 4

For Heywood Finance Limited official use only  
This is not part of the instruction to your Bank or Building Society

### Your Address:

(Please correct address if necessary and add postcode if missing).

### Your Preferred Telephone Number:

(Please correct number if necessary).

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

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 Heywood Finance Limited 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 Heywood Finance Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number – for office use only

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

DDI4

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 Heywood Finance Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Heywood Finance Limited 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 Heywood Finance Limited 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 Heywood Finance Limited 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.