



Registered Office: 1 Providence Place Skipton North Yorkshire  
Tel: 0844 8922 732 Fax: 0870 601 3232

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



**1 Providence Place  
Skipton  
North Yorkshire**

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank/Building Society account number

[Empty boxes for Bank/Building Society account number]

Branch Sort Code

[Empty boxes for Branch Sort Code]

Name & full postal address of your Bank/Building Society

To the Manager Bank/Building Society  
Address  
  
Postcode

Reference Number

[Empty boxes for Reference Number]

Instruction to your Bank or Building Society to pay by Direct Debit  
Originators Identification Number

8 3 7 2 9 3

**DETAILS OF DIRECT DEBIT COLLECTIONS**  
(To be completed by the customer)

**Note: This section does not form part of the instruction to your Bank or Building Society**

Your direct debit will be collected on the **first working day** of each calendar month

**Instruction to your Bank or Building Society**

Please pay Hanley Mortgage Services Ltd 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 Hanley Mortgage Services Ltd and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)  
  
Date

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

**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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amount to be paid or the payment dates change Hanley Mortgage Services Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Hanley Mortgage Services Ltd or your bank or building society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.