



# Instruction to your bank/building society to pay by Direct Debit

Please fill in the whole form and send it to:

Suffolk ACRE Ltd  
BRIGHTSPACE  
160 Hadleigh Road  
Ipswich  
Suffolk  
IP2 0HH

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

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

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Reference Number

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Name(s) of bank account holder(s)


### Instruction to your bank or building society

Please pay Suffolk ACRE Ltd Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Suffolk ACRE Ltd and, if so, details will be passed electronically to my bank/building society.

Bank/Building Society account number

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Branch Sort Code

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Signature(s)

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Date

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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 amounts to be paid or the payment dates change, Suffolk ACRE Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Suffolk ACRE 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.