



# Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the relevant sections of this form and return completed to:  
**Ipswich Building Society PO Box 547 Ipswich IP3 9WZ**

Name(s) of account holder(s)

Reference Number

(Ipswich Building Society main mortgage account number)

Bank or Building Society account number

Branch sort code

Name and full postal address of your Bank or Building Society Branch

To: The Manager \_\_\_\_\_ Bank or Building Society

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

For Ipswich Building Society Office Use Only

Instruction to your Bank or Building Society

Please pay Ipswich Building Society 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 remain with Ipswich Building Society and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

1 \_\_\_\_\_

2 \_\_\_\_\_

Date

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

## STANDING ORDER CANCELLATION

Name and full postal address of your Bank or Building Society Branch

To: The Manager \_\_\_\_\_ Bank or Building Society

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Branch sort code

Bank or Building Society account number

Please cancel my/our Standing Order authority to Ipswich Building Society under Reference Number(s)

With effect from the last day of

Name(s) of account holder(s)

Signature(s)

1 \_\_\_\_\_

2 \_\_\_\_\_

Date

**THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER**



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