

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

Please complete the whole form using ballpoint pen and return the completed form to the address below.

Service User Number

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 Customer Services  
 Accord Mortgages Limited  
 Yorkshire House  
 Yorkshire Drive  
 Bradford  
 BD5 8LJ

 Name and full postal address of your bank or building society.  
 The Manager  
 .....  
 .....  
 .....  
 ..... Postcode: .....

Name(s) of Account Holder(s)	<input type="text"/>
Branch Sort Code	<input type="text"/>
Bank/Building Society Account Number.	<input type="text"/>
Reference Number	<input type="text"/>

**Instruction to your Bank or Building society**

Please pay Accord Mortgages 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 Accord Mortgages Limited and, if so, details will be passed electronically to my bank or building society.


Signature(s)

Date

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

For Accord Mortgages Limited official use only - this is not part of the instruction to your bank or building society	
If you prefer, you may specify a payment date between 1st and 28th of each month. Please enter the date in the box.	<input type="text"/>

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

<p><b>The Direct Debit Guarantee</b></p> <ul style="list-style-type: none"> <li>▪ This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</li> <li>▪ If there are any changes to the amount, date or frequency of your Direct Debit Accord Mortgages Limited will notify you 10 days in advance of your account being debited or as otherwise agreed. If you request Accord Mortgages Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>▪ If an error is made in the payment of your Direct Debit, by Accord Mortgages 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.                     <ul style="list-style-type: none"> <li>- If you receive a refund you are not entitled to, you must pay it back when Accord Mortgages Limited asks you to.</li> </ul> </li> <li>▪ 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.</li> </ul>	
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 Our printed material is available in alternative formats e.g. large print, Braille or audio. Please call us on **0345 1200 872**.

This guarantee is provided by Accord Mortgages Limited Accord Mortgages Limited is registered in England No. 2139881. Registered Office: Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ. Tel: 0345 1 200 872. Fax: 01274 734240. www.accordmortgages.com. Accord Mortgages Limited is authorised and regulated by the Financial Conduct Authority. Accord Mortgages Limited is entered in the Financial Services Register under registration number 305936. Calls to 03 numbers are charged at the same standard network rate as 01 or 02 landline numbers, even when calling from a mobile. All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security.