

**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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Accord Mortgages Limited Yorkshire House Yorkshire Drive Bradford BD5 8LJ
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1. Name and full postal address of your bank or building society.  The Manager  ..... ..... ..... ..... Postcode: .....
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2. Name(s) of Account Holder(s)	<input style="width: 600px; height: 20px;" type="text"/>
3. Branch Sort Code	<input style="width: 40px; height: 20px;" type="text"/> — <input style="width: 40px; height: 20px;" type="text"/> — <input style="width: 40px; height: 20px;" type="text"/>
4. Bank/Building Society Account Number.	<input style="width: 200px; height: 20px;" type="text"/>
Reference Number	<input style="width: 250px; height: 20px;" type="text"/>
	(i.e. Accord Mortgages Limited Mortgage Account Number.)
<b>5. Instruction to your Bank or Building society</b>	
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)	<input style="width: 600px; height: 40px;" type="text"/>
Date	<input style="width: 100px; height: 20px;" type="text"/>
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 style="width: 50px; height: 20px;" type="text"/>

ACC 1019

01/07/15

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

<b>The Direct Debit Guarantee</b> <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 7 working 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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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.

ACC 1019

All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security.

01/07/15