

# 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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<p>Customer Services Yorkshire Building Society Yorkshire House Yorkshire Drive Bradford BD5 8LJ</p>	<p>Name and full postal address of your bank or building society.</p> <p>The Manager</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>..... Postcode: .....</p>
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Name(s) of Account Holder(s)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>										
Branch Sort Code	<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
Bank/Building Society Account Number	<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
Reference Number	<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										
<p><b>Instruction to your bank or building society</b></p> <p>Please pay Yorkshire Building Society 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 Yorkshire Building Society and, if so, details will be passed electronically to my bank or building society.</p>											
Signature(s)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>										
Date	<table border="1" style="width: 100%; text-align: center;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>										
<p>Banks and building societies may not accept Direct Debit Instructions for some types of account.</p>											

For Yorkshire Building Society 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.	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>

## 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 Yorkshire Building Society will notify you 10 days in advance of your account being debited or as otherwise agreed. If you request Yorkshire Building Society 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 Yorkshire 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.             <ul style="list-style-type: none"> <li>- If you receive a refund you are not entitled to, you must pay it back when Yorkshire Building Society 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 visit us in branch or call us on **0345 1200 100**.

This guarantee is provided by Yorkshire Building Society. Head office: Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ. Tel: 0345 1 200 200. Fax: 01274 734240  
www.ybs.co.uk. Yorkshire Building Society is a member of the Building Societies Association and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Yorkshire Building Society is entered in the Financial Services Register and its registration number is 106085. All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security. Calls to 03 numbers are charged at the same standard network rate as 01 or 02 landline numbers, even when calling from a mobile.