



# Instructions to your Bank or Building Society to pay by Direct Debit



Originator's Identification  
Number

8 8 3 0 0 8

Please fill in the whole form and send it to your Halifax branch

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

To: The Manager \_\_\_\_\_  
 \_\_\_\_\_ bank or building society  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

2. Name(s) of account holder(s)  
(from which funds will be paid)

\_\_\_\_\_

3. Branch sort code  
(from the top right hand corner of your cheque)

\_\_\_\_ — \_\_\_\_ — \_\_\_\_

4. Bank/building society account number

\_\_\_\_

Banks and building societies may not accept direct debit instructions for some types of account.

5. Halifax reference number

\_\_\_\_\_

6. Instruction to your bank or building society  
Please pay Halifax 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 be retained by Halifax and if so, details will be passed electronically to my bank/building society.

Signature(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Halifax is a division of Bank of Scotland plc.  
Registered in Scotland No. SC327000.  
Registered Office: The Mound, Edinburgh EH1 1YZ.

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

This question only applies to mortgage customers whose household insurance premiums are added to their mortgage account.

7. Would you like your monthly repayment to include one twelfth of your property insurance premium? Yes  No

**Tear-off slip to be retained by Halifax**

**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, Halifax will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Halifax, a division of Bank of Scotland plc, 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 the letter to us.