



Please complete the whole of this form and return it to:  
Lending Team, Dudley Building Society, 7 Harbour Buildings,  
The Waterfront, Brierley Hill DY5 1LN.

**Name and full postal address of your Bank/Building Society**

To:	Bank/Building Society
Address:	
	Postcode:

**Name(s) of Account Holder(s)**


**Bank/Building Society Account Number:**

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**Branch Sort Code:**

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**Reference – Dudley Building Society Mortgage Account Number:**

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Banks and Building Societies may not accept direct debit instructions for some types of account.



**Instruction to your Bank or Building Society to pay by Direct Debit**

**Service User Number:**

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**For Dudley Building Society Official use only. This is not part of the instruction to your bank or building society\*** It is a condition of any Offer of Loan that your monthly payments are made by Direct Debit. Please complete all sections of the following form. Return this form with your mortgage application to the Society and we will send it to your bank. The first full monthly payment will be collected on the first of the following month following completion of your mortgage.

**Instruction to your Bank or Building Society**

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

Signature(s):
Date:

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 accept instruction to pay Direct Debits.

- If there are any changes to the amount, date or frequency of your Direct Debit, Dudley Building Society will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dudley 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 Dudley 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 Dudley 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.