



## Direct Debit

Direct Debits provide the same advantages as Standing Orders, but because they allow for the payment of variable amounts, are the ideal methods for settling Service Charge liabilities, while saving time on paperwork. All direct debit payment instructions are covered by the direct debit guarantee detailed on the direct debit form. Once given direct debit instructions will remain in place until you cancel them.

The use of Direct Debits is to save individuals time, and NOT to encourage individuals to spread the payment over a period.

Please note that where payments are spread in this way, the interest provisions of your Lease/Transfer will apply and interest will be calculated automatically on the outstanding balance on a monthly basis at the prescribed rate. All interest on late paid service charges will be paid into the bank account for your development and will show on the audited accounts as additional income.

**\*Please note the "Reference Number" for your direct debit must be your tenancy reference.**

If you have any questions regarding Direct Debits please call our Accounts Department on 01628 529765 or email [info@hazelvine.com](mailto:info@hazelvine.com)

Yours sincerely

The Hazelvine Team



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

Please fill in the whole form including official use box using a ball point pen and send it to:

HAZELVINE LIMITED  
THAMESBOURNE LODGE  
STATION ROAD  
BOURNE END  
SL8 5QH

Originator's Identification Number

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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

**FOR SERVICE CHARGES ONLY**

**TAKE IN FULL WHEN DUE / PAY IN 10  
INSTALMENTS**

**Instruction to your Bank or Building Society**

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

Signature(s)
Date

Reference Number

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

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 Hazelvine Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Hazelvine Limited 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 your letter to us.