



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, there is a small annual administration charge of £16.50 plus VAT for paying by instalments. 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

Yours sincerely

The Hazelvine Team



HAZELVINE

FROM HOUSE TO HOME

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

Hazelvine Accounts Department
Gem House
1 Dunhams Lane
Letchworth Garden City
Hertfordshire
SG6 1GL

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	

Reference

DD/

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

Service User Number

3	8	8	2	2	0
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FOR HAZELVINE LTD OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

FOR SERVICE CHARGES ONLY

Please delete as required
TAKE WHEN DUE IN FULL
/ PAY IN 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)

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Date

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Hazelvine Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hazelvine Limited 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 Hazelvine 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.
 - If you receive a refund you are not entitled to, you must pay it back when Hazelvine Limited 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.