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:

Evinox Ltd
Unit 37, Barwell Business Park
Leatherhead Road
Chessington
Surrey
KT9 2NY

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Reference **(Please include your Apartment Name & No. in the reference below)**

Service user number

8	3	9	7	4	2

Please complete the required information below
This is not part of the instruction to your bank or building society.

Residents Name:
Apartment Number:
Address:
Post Code:

Please tick the number of bedrooms in your property:
1 Bed ◯ 2 Bed ◯ 3 Bed ◯ 4 Bed+ ◯

(Once you have sent your Direct Debit Form, Evinox will be in contact to notify you that we have received your form and to set a monthly amount with you)

Preferred Collection Date: 1st 8th 15th 21st (Please Circle)

Instruction to your bank or building society
Please pay Evinox Ltd 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 Evinox Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date
/ /

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

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 Evinox Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Evinox Ltd 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 Evinox Ltd 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 Evinox Ltd 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.