



Please fill in the whole of the form and return it along with your application form to:

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

The Co-operative Bank  
Mortgages  
1 Balloon Street  
Manchester  
M4 4BE

Service User Number

871251

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	

Reference Number

**FOR CO-OPERATIVE BANK OFFICIAL USE ONLY**

**This is not part of the instruction to your Bank or Building Society**

I/We wish to pay monthly on

**Instruction to your Bank or Building Society**

Please pay The Co-operative Bank, 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 The Co-operative Bank 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

**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 you Direct Debit, The Co-operative Bank will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Co-operative Bank 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 The Co-operative Bank 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 The Co-operative Bank 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.