

# INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please complete the whole form and return it to:  
**Preferred Mortgages Limited**  
Oakfield House, 35 Perrymount Road  
Haywards Heath, West Sussex RH16 3BX



## Name and full postal address of your Bank or Building Society

To the Manager

Address \_\_\_\_\_  
Bank/Building Society

\_\_\_\_\_

Postcode

## Name(s) of Account Holder(s)

\_\_\_\_\_

## Bank/Building Society Account number

## Branch sort code

## Reference Number, to be completed by Preferred Mortgages

## Originator's Identification number

**For Preferred Mortgages Collections Ltd official use only.** This is not part of the instruction to your Bank or Building Society.

## Instruction to your Bank or Building Society

Please pay Preferred Mortgages Collections 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 Preferred Mortgages Collections 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

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 Preferred Mortgages Collections Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Preferred Mortgages Collections 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.



## PAYMENT OF FEES BY CREDIT/DEBIT CARD

This method may help to speed the process. If you would like to pay by credit/debit card, please tick appropriate boxes, complete the required details and return this section to:

**Preferred Mortgages Limited, Oakfield House, 35 Perrymount Road, Haywards Heath, West Sussex RH16 3BX.**

Valuation fee  Existing lender reference fees  Other

### I wish to pay by

Mastercard/Access  Visa  Delta  Switch   
Amex  Solo

### I authorise you to debit my account with the amount of

£ \_\_\_\_\_

### My card number is

Issue number   (Switch cards only) Expiry date

### Name, as it appears on the card:

\_\_\_\_\_

### Address, as it appears on the card issuer's records

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

### Signature of card holder

\_\_\_\_\_

Date \_\_\_\_\_

**HELPLINE 01444 447755**