



Please fill in the whole form excluding OFFICIAL USE, using a ball point Instruction to your Bank or Building Society to pen, and send it to: pay by Direct Debit The Mortgage Works Originators Identification Number Portman House 4 2 3 7 2 0 Richmond Hill Bournemouth BH2 6EP For The Mortgage Works (UK) plc OFFICIAL USE only. This is not part of the instruction to your Bank or Building Society. Name(s) of account holder(s) Mortgage account number Bank/Building Society account number Instruction to your Bank or Building Society Please pay The Mortgage Works (UK) plc Direct Debits from the account detailed in this instruction subject to the safeguards assured Branch sort code by the Direct Debit Guarantee. I understand that this instruction may remain with The Mortgage Works (UK) plc and, if so, details will be passed electronically to my Bank/Building Society. Name and full postal address of your Bank or Building Society Signature(s) To the Manager Bank/Building Society Address Date Postcode Reference



## This guarantee should be detached and retained by the Payer

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

- 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 The Mortgage Works (UK) plc will notify you five working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Mortgage Works (UK) plc 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.