

Please fill in the form and send to Leeds Building Society  
Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

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FOR LEEDS BUILDING SOCIETY OFFICIAL USE ONLY. LEEDS BUILDING SOCIETY ACCOUNT NUMBER THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY							

Name(s) of Account Holder(s)


Instruction to your Bank or Building Society

Please pay Leeds Building Society 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 Leeds Building Society and if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

--	--	--	--	--	--

Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature(s)
Date

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

**STANDING ORDER CANCELLATION:** Please complete this section if you currently pay by Standing Order.

Please cancel my/our Standing Order authority payable to Leeds Building Society under

Account reference number

with immediate effect

Name of Bank/Building Society

Account number

Customer's account name

Branch sort code  -  -

Signature(s) _____	Date ____/____/____
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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 Leeds Building Society will notify you five working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Leeds Building Society or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
  - If you receive a refund you are not entitled to, you must pay it back when Leeds Building Society asks you to.
- 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.