

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

Please fill in the whole form in BLOCK CAPITALS and in black ink, and send it to:

COMMUNITY GROUND SOURCE HEATING LIMITED T/A
Metropolitan
Driscoll 2
Ellen Street
Cardiff
CF10 4BP

Name (s) of account holders

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Customer Reference Number

[illegible]

Service User Number

4	5	8	1	9	3
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For COMMUNITY GROUND SOURCE HEATING LIMITED
T/A Metropolitan official use only.
This is not part of the instruction to your bank or building
society.

I/We would like to pay by Direct Debit (please tick) every:

- ☐ Week - please write your preferred day of the week here
(Monday to Friday)

- ☐ Fortnight - please write your preferred day of the week here (Monday to Friday)

- ☐ Month - please write your preferred date here

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Instruction to your Bank or Building Society

Please pay COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan, 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 COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date _____

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 your Direct Debit COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan 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 COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan 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 COMMUNITY GROUND SOURCE HEATING LIMITED T/A Metropolitan 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.