

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

Please fill in the whole form using a ball point pen and send it to:

Topaz Finance Ltd  
 PO Box 12  
 Skipton  
 BD23 2HL

Service user number

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Name(s) of Account Holder(s)


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	

Reference

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**For Topaz Finance Ltd official use only**  
 (This is not part of the instruction to your bank or building society.)  
**PLEASE COMPLETE THIS SECTION**

Date

Full address of the mortgaged property

Postcode

On which date each month would you like the mortgage payment to come out of your account?

**Instruction to your Bank or Building Society**

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

Signature(s)

Print Name(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 your Direct Debit, Topaz Finance Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Topaz Finance Ltd 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 Topaz Finance Ltd 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 Topaz Finance Ltd 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.