



Instruction to your bank or building society to pay by Direct Debit

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

Encore Estate Management Ltd
 2 Hills Road
 Cambridge
 England
 CB2 1JP

Service user number

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FOR Encore Estate Management Ltd OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

By signing and agreeing this mandate I consent for Encore Estate Management Ltd to hold the information within this form for the purpose of direct debit transactions and that Encore Estate Management Ltd will pass this to my Bank/Building Society.

Name(s) of account holder(s)

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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 | |

Instruction to your bank or building society

Please pay Encore Estate Management 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 Encore Estate Management Ltd and, if so, details will be passed electronically to my bank/building society.

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|--------------|
| Signature(s) |
| |
| Date |



Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

- 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 Encore Estate Management Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Encore Estate Management 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 Encore Estate Management 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 Encore Estate Management 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.