

Gentoo Group Limited, Emperor House,
2 Emperor Way, Sunderland, SR3 3XR

Gentoo Group Limited is a charitable community benefit society,
registration number 7302

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

Gentoo Group Limited Income Services – Emperor House 2 Emperor Way Sunderland SR3 3XR

Name(s) of account holder(s)

Bank/building society account number

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

Branch sort code

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

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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

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

Service user number

6	7	6	6	6	1
---	---	---	---	---	---

FOR GENTOO GROUP LTD OFFICIAL USE ONLY.
This is not part of the instruction to your bank or building society.

Name(s) _____

Tel no. _____

Address of Property

Please specify preferred monthly payment date.....of each
month

Instruction to your bank or building society

Please pay Gentoo Group 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 Gentoo
Group Ltd and, if so, details will be passed electronically to my
bank/building society.

Signature(s)

Date

--

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

DD1

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 Gentoo Group Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gentoo Group 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 Gentoo Group 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 Gentoo Group 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.