

Please fill in the whole form and send it to: James Gibb Property Management Ltd, Bellahouston Business Centre, 423 Paisley Road West, Glasgow, G51 1PZ

Name and full postal address of your bank or building society

Name and full postal address of your bank or building society									Service user number							
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Instruction to your

bank or building society

to pay by Direct Debit

This guarantee should be detached and retained by the payer.

1st

15th



28th

The Direct Debit Guarantee

. This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

Preferred

Debit Date

Monthly Direct

Monthly Amount

- If there are any changes to the amount, date or frequency of your Direct Debit, James Gibb Property Management Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request James Gibb Property 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 James Gibb Property 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 James Gibb Property 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.