

Instruction to your

Bank or Building Society

to pay by Direct Debit

Tapestart Limited P.O. Box 425, Swansea, SA6 8YH

Please fill in the whole form and send it to: Tapestart Ltd, P.O. Box 425,

Swansea, SA6 8YH								
Name and full postal address of your Bank or Build	ing Society	Originat	or's Idei	ntification	on Numb	er		
To: The Manager	Bank/Building Society	9	4	8	2	9	2	
Address								
Postcode								
Name (s) of Account Holder (s)		Please p Instruction Guarante	ay Tapes on subject ee. I und	start Ltd ct to the erstand	safeguare that this I	ebits from ds assum nstruction	nciety methe account detailed in the account detailed in the red by the Direct Debit on may remain with Tapes onically to my Bank/Buildin	tart
Bank/Building Society account number		Signatu	re(s)					
Branch Sort Code								
	n							
Compton Reference (at the top of your rent demand	a)	Date						DDI
Banks and Building Socie	eties may not accept Dire	ect Debit Ins	structions	s from so	ome type:	s of acc	ount	
This is not part of the Instruction to yo	our Bank or Building submission to th				detach	ned by	Tapestart Ltd before	e
(Property address for which payment is	being made)							

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 our Direct Debit Tapestart Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tapestart 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 Tapestart 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 Tapestart 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.

HASSLE FREE PAYMENT - DIRECT DEBIT

What are the safeguards?

At the bottom of the page overleaf, we have printed the direct debit guarantee. These are rules we must abide by. In particular, if we make a mistake, you are guaranteed a full and immediate refund from your bank or building society branch. In addition, we can't go changing the amounts to be debited unless we give you ten days notice in advance. In the case or ground rents, changes anyway will be extremely rare e.g. 25 year rent review as provided for in the lease.

What are the advantages?

Nowadays we all lead increasingly busy lives and paying your bill by direct debit will give you one less thing to think about. Depending on the arrangements you have with your bank or building society, you may also be saving on any charges they levy for processing your cheques.

Is it the future?

Banks are encouraging the use of direct debits and payment cards as opposed to cheques, and figures for the UK show a fall in cheque transactions of 35 per cent in the first quarter of 2006. The large supermarket chains, Asda and Tesco, have already restricted the use of cheques in-store, while Shell has completely banned them from use in their 900 petrol stations throughout the country. Boots are the latest large retailed to announce restrictions in the use of cheques in their outlets.

What do you do now?

We regularly receive many requests to pay by direct debit, with an ever increasing number of lessees using this service. It is by far the easiest way to pay and it couldn't be simpler; all you need to do is complete the direct debit instruction overleaf and send it on to us.