

TO: INCOME SERVICES TEAM

**Please return to Orbit Living, PO Box 6406, Coventry, CV3 9NB or
Income.Services@orbit.org.uk**

RE: ACCOUNT FOR

Further to your letter in connection with the above property.

I write to confirm that the credit on this account should be refunded as follows (***tick
you preferred option and then complete the relevant section***)

Option 1: By bank transfer (BACS) -

Name of Bank:

Name of Account Holder:

Bank Account Number:

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Sort Code:

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Building Society Roll Number:

Option 2: By Cheque -

Made payable to:

and sent to the following address –

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.....

For security purposes, please confirm your date(s) of birth

.....

SIGNED:

(Must be signed by all tenants)

DATE:.....