

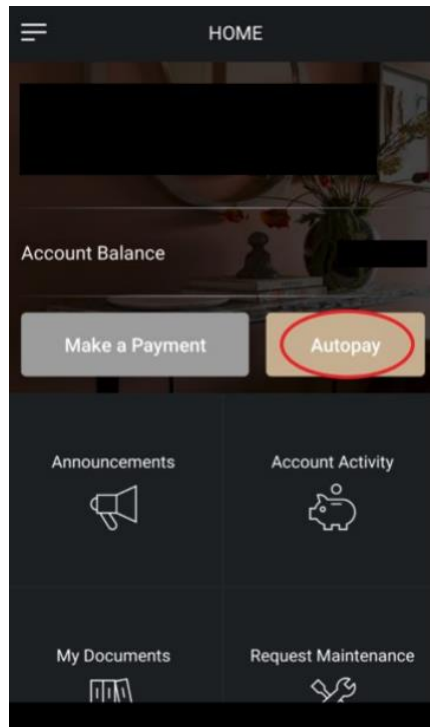
HOW TO SET UP A DIRECT DEBIT/RECURRING PAYMENT

30 Harbord Square is pleased to be able to offer customers the ability to pay their rent by Direct Debit. This service is being offered through our payment partner Stripe.

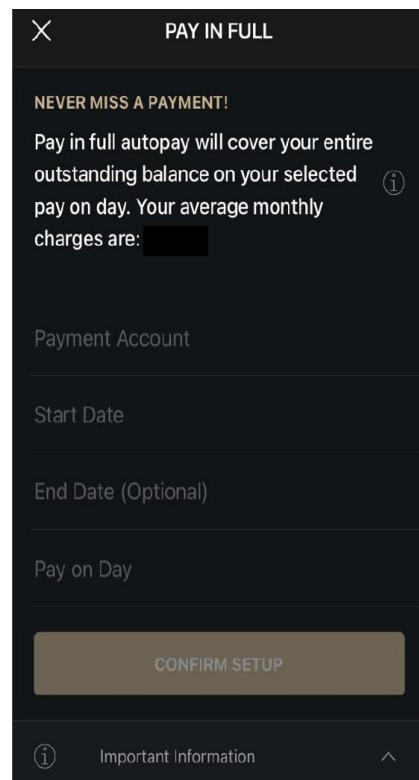
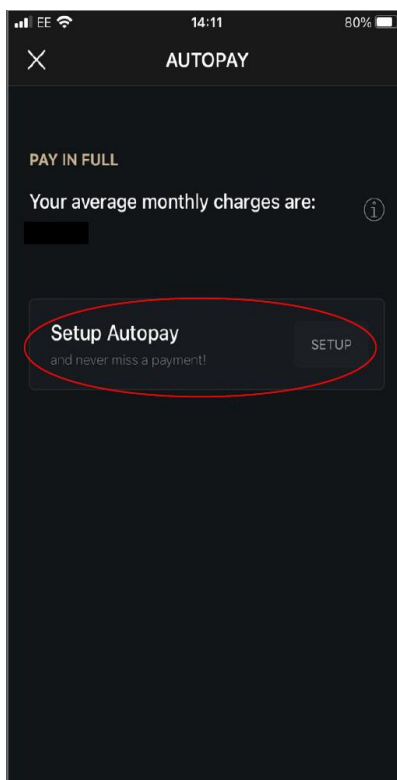
How to set up a Direct Debit (Recurring) Payment

Step 1 – Add your Bank Account

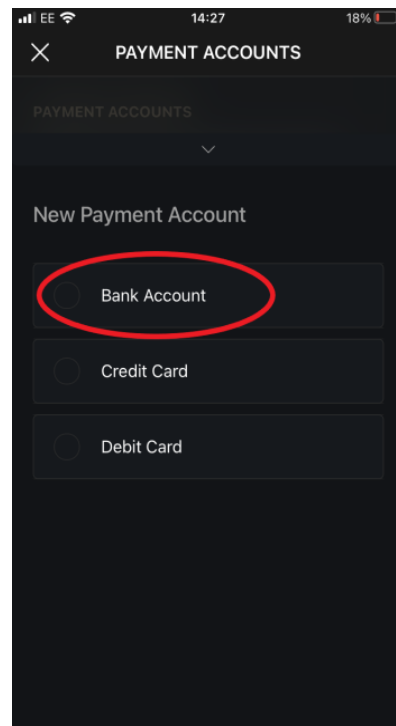
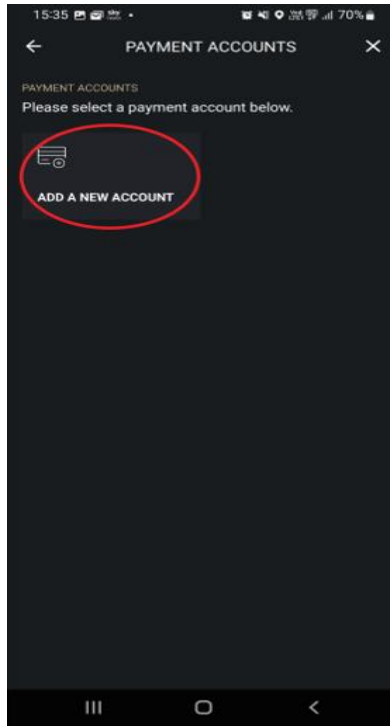
1. On the Home Screen, select 'Autopay'



2. Select 'Setup Autopay' on the Autopay page. Next, on the 'Pay in Full page' select 'Payment Account', as shown below:



3. Then select 'Add New Account' and the select 'Bank Account', as shown below:



4. Complete your bank account information, tick the box (circled) at the bottom of the page, and select 'Continue to setup confirmation'.

YARDI CARD SERVICES

YARDI Language English

BACS Direct Debit

ACCOUNT INFORMATION

Email Address*

Name on Account*

Sort Code*

Sort Code

Account Number*

Account Number

Confirm Account Number*

Confirm Account Number

Bank Name*

YARDI CARD SERVICES

understand that [your building] has partnered with Stripe, who collects Direct Debits on behalf of [your building] and confirm that I am the account holder and the only person required to authorize debits from this account. By providing your bank account, I authorize [your building] to send instructions to my bank to debit my account in accordance with those instructions.

Fields marked with (*) are required.

Cancel

Continue to setup confirmation

Your payment is protected by the [Direct Debit Guarantee](#)

09:52 minutes left before your session expires. Your IP address is 10.162.96.100.
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Yardi, the Yardi logo, and all Yardi product names are trademarks of Yardi Systems, Inc.
[Terms and conditions](#) | [Privacy](#)

5. Confirm your Direct Debit details. You will see a confirmation message confirming your bank account has been added.

YARDI CARD SERVICES

Confirm your direct debit details [Modify](#)

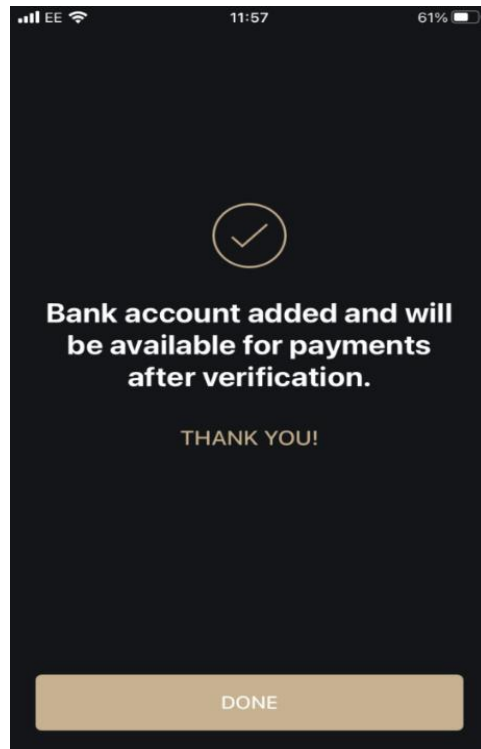
Email Address

Name on Account

Sort Code

Account Number

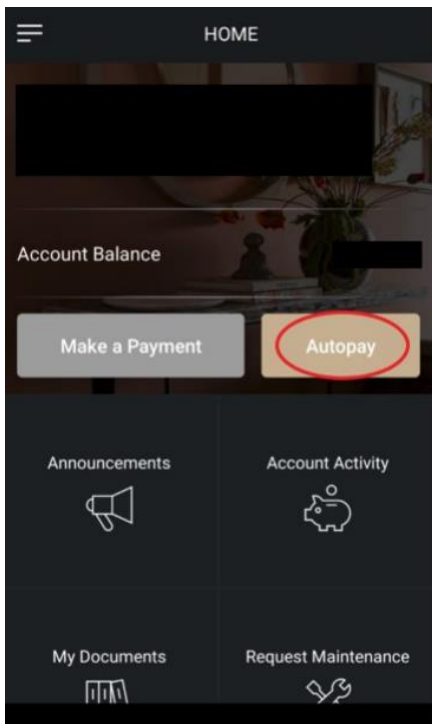
You will receive two days advance notice of any amount to be debited under this instruction. Payments will be show as [\[CW Residential\]](#) on your bank statement. After you complete the setup, an email confirmation will be sent to [\[your email address\]](#)

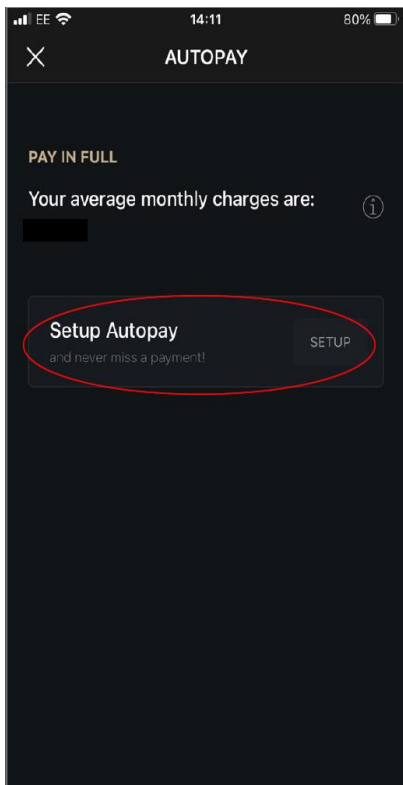


Once verified by your bank (7-10 days) you will be able to set up your Direct Debit payment, please refer to Step 2 as shown below.

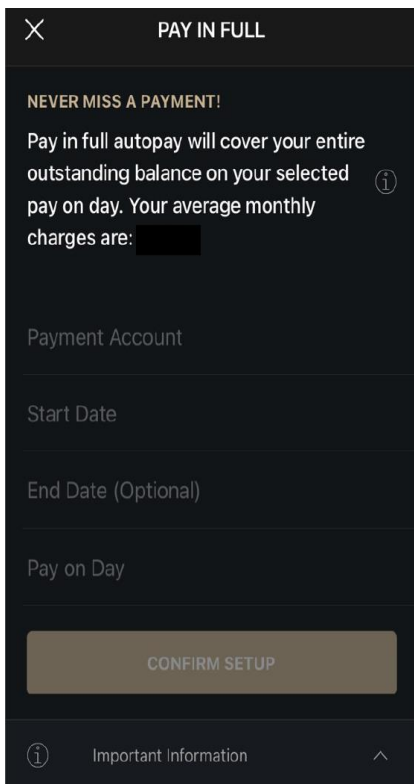
Step 2 – Setting up your Direct Debit

Once your bank account has been verified by your bank, click on ‘Autopay’ and ‘Setup Autopay’

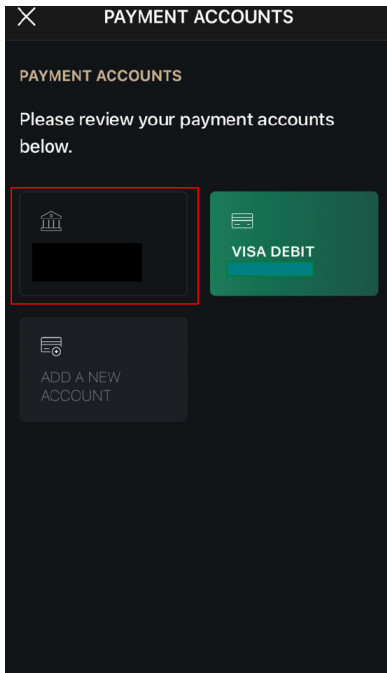




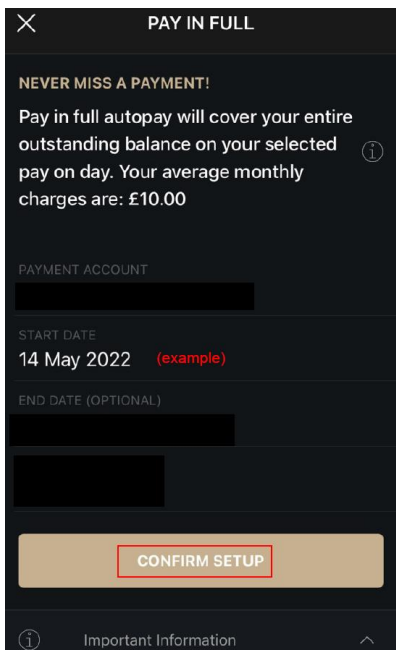
Tap 'Payment Account'



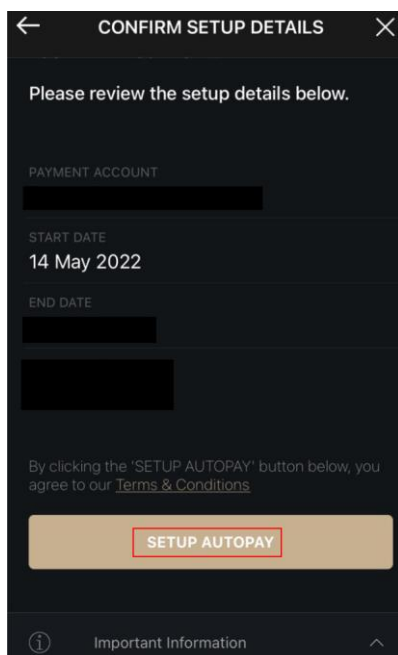
Select your verified bank account



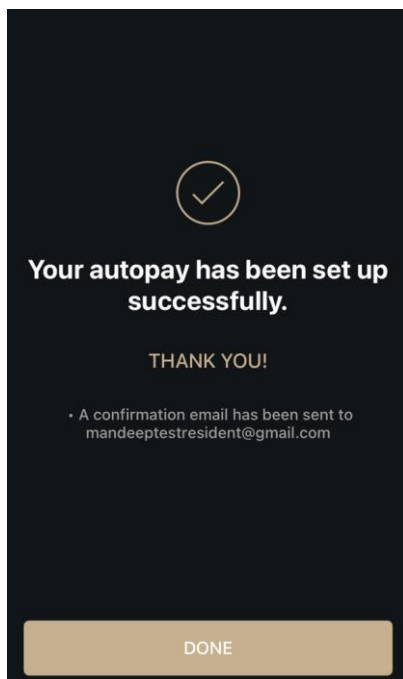
Complete your DD start date and click on 'Confirm Setup'



Review your DD set up details and click on 'Setup Autopay'



You will see the confirmation screen below



PLEASE NOTE

Once your Direct Debit payment has been confirmed, future transactions will appear on your bank account as 'Stripe', with a **mandate reference number (includes numbers and characters)**

Please check the details provided. If you would like to cancel or make changes, please contact your Building Manager

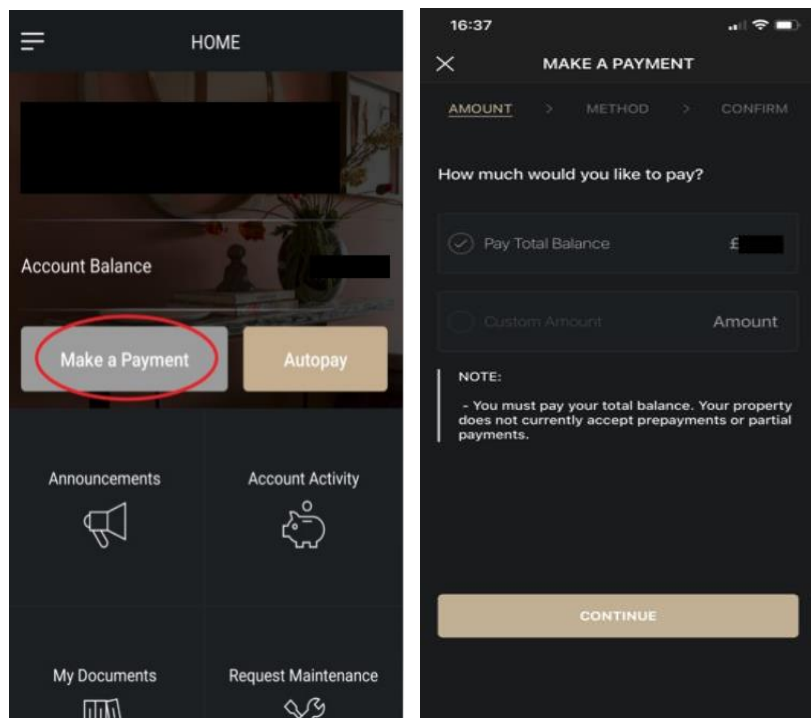
You have the right to cancel your Direct Debit at any time.

You will be setting up a variable direct debit. This means that the system will collect the full outstanding amount on your account on the payment date. The system will look at your account on the 1st day of each month and collect any outstanding amount.

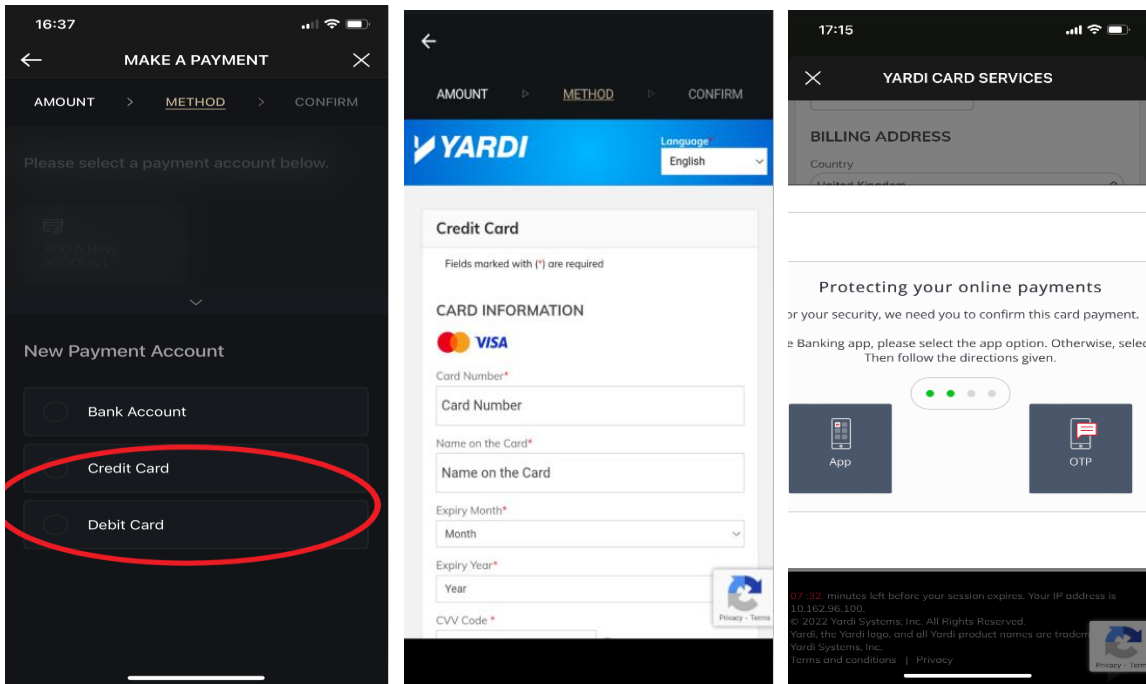
BACS Direct Debit collections are covered by the Direct Debit Guarantee.

How to set up a One-Off Payment (Debit Card or Credit Card):

1. On the Main Menu, go to 'Make a Payment'
2. On the next page, Select 'Pay Total Balance' and then select 'Continue' (*please note, you must pay your total balance*):



3. To make a Credit or Debit Card Payment, select 'Credit Card' or 'Debit Card' from the payment options (as circled).
4. Complete your Credit or Debit card details, accept the terms and conditions and click 'Save'.



5. Review your payment details. To make the payment, select 'Pay'. You will see payment confirmation, then select 'Done':

