



## Our Payment Methods

<p><b>Debit/Credit Card</b> You can use this by telephoning us on 0141 889 7105 (select option 3)</p>	<p><b>Allpay Card</b> You can use this at any shop that displays the PayPoint symbol.  A list of local outlets is available upon request from our office or via <a href="http://www.allpay.net">www.allpay.net</a></p>
<p><b>Direct Debit</b> You can set this up by telephone. Just contact us on 0141 889 7105 (select option 1)</p>	<p><b>Standing Order</b> You can get a form from us for this that you will need to take to your bank. Just contact us on 0141 889 7105 (select option 1)</p>
<p><b>Cheque</b> You can post a cheque to us at 64 Espedair Street, Paisley PA2 6RW <b>Cheques should be made payable to 'Paisley South Property Services Ltd'</b> Please note your name, address and reference number on the back of the cheque.</p>	<p><b>Online</b> You can do this through your online banking account, just contact us on 0141 889 7105 (select option 1) for bank details</p>
<p><b>Cash</b> You can call to our office in person to make a payment by cash. Our Opening hours are 9am to 5pm Monday-Thursday and 4pm on Friday.  <i>Please note we are closed from 12.30pm on the 2<sup>nd</sup> Tuesday and last Thursday of each month due to staff training.</i></p>	<p><b>Allpay App</b> You can download the Allpay App from Apple App store or Google Play for use on your apple or android smartphone to pay quickly and easily at the touch of a button</p>

### Information & Advice

If you are experiencing difficulty in respect to making payment of your factoring bill and need advice regarding money matters, you may find the following services of assistance:

- **Advice Works**

Advice Works provide a comprehensive money advice and representation service. In addition they offer assistance with state benefit claims including the completion of forms and help to request reviews or lodging appeals of benefit decisions. If you would like to speak to a Paisley Advice Works advisor, you can contact them direct on 0300 300 1238 further information on Advice Works services can be obtained at [www.renfrewshire.gov.uk/adviceworks](http://www.renfrewshire.gov.uk/adviceworks)

- **Citizens Advice Bureau**

The Citizens Advice Bureau also provide a money advice and representation service. If you would like to speak to a Paisley Citizens Advice Bureau advisor, you can contact them direct on **0141 889 2121**.

- **Welfare Benefits Service**

Paisley South Property Services factored owners can use the services of Paisley Housing Association's free and confidential Welfare Benefits Service. Our Welfare Benefits Officer Alan Graham can help you check that you are receiving all benefits that you are entitled to. To speak to Alan or to make an appointment to meet with him, you can telephone him directly on **0141 583 4123**, alternatively you can contact us on **0141 889 7105** (select option 1) and request a referral be made to him.