

North Warwickshire

Borough Council

Rent Payments

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|  | | | | | | | | | | |  | Instruction to your bank or building society to pay Rent by Direct Debit | | | | | | | | |
| **Name and full postal address of your bank or building society** | | | | | | | | | | |  | **Service user number** | | | | | | | | |
| To: The Manager  Bank/Building Society  Bank Postal Address  **Post Code** | | | | | | | | | | |  | **9** | **4** | **0** | **7** | **6** | **2** |  |  |  |
|  |  | | | | | | | | |
|  |  | | | | | | | | |
|  | **Please fill in the whole form using a black ball point pen and send it to:**  North Warwickshire Borough Council  The Council House  South Street  Atherstone  Warwickshire  CV9 1DE | | | | | | | | |
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| **Name(s) of account holder(s)** | | | | | | | | | | |  |
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| **Bank/building society account number** | | | | | | | | | | |  |
|  | |  |  |  |  | |  |  |  |  |  |
| **Branch sort code** | | | | | | | | | | |  | **Rent Reference**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | | | |  |  |  |  |  |
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| **Instruction to your bank or building society**  Please pay North Warwickshire Borough Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. | | | | | | | | | | |  |
|  | Signature(s) | | | | | | | | |
|  |  | | | | | | | | |
|  | Date | | | | | | | | |
|  |  | | | | | | | | |
|  | Your address | | | | | | | | |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
|  | | | | | | | | | | | **5th** | Tick the box for your preferred payment date:  **25th**  **15th** | | | | | | | | |
| **Every Monday** | **OR Monthly on** | | | | | | | | | | |
| Banks and building societies may not accept Direct Debit Instructions for some types of account  DDI1 | | | | | | | | | | | | | | | | | | | | |

This guarantee should be detached and retained by the payer.

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| 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 your Direct Debit North Warwickshire Borough Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request North Warwickshire Borough Council to collect a payment, confirmation of the amount and date will be given to you within 10 working days. |
| * If an error is made in the payment of your Direct Debit, by North Warwickshire Borough Council 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 North Warwickshire Borough Council 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. |
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