Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Please fill in the whole form using a ball point pen and send it to:

Basildon District Council
Housing & Personal Services
Rent Accounting Department
The Basildon Centre
St Martins Square
Basildon Essex SS14 1DL

1 Name and postal address of your Bank or Building Society

To The Manager — Bank/Building Society

Address

Postcode

2 Name(s) of Account Holder(s)

3 Bank/Building Society Account Number

4 Branch Sort Code

5 Originator's Identification Number

8 5 9 7 9 2

FOR BASILDON COUNCIL'S OFFICAL USE ONLY
This is not part of the instruction to your Bank or Building Society

COUNCIL RENT

Reference Number

6 Instructions to your Bank or Building Society

Please pay Basildon District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Basildon District Council and, if so, details will be passed electronically to my Bank/Building Society.

Banks and Building Societies may not accept

Signature(s)

Date

Direct Debit Instructions for some types of account.

1 Full Name(s)

2 Address

Postcode

3 Address Direct Debit relates to *(if different from above)*

Postcode

4 Garage Address

5 Rent reference number

(This reference number can be found on your rent payment card)

0 0 0 _ _ _ _ _ 0 _

6 Please tick preferred payment date.

☐ 1st

☐ 16th

PLEASE DETACH AND RETAIN THIS GUARANTEE

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Basildon District Council will notify you at least 7days in advance of your account being debited or as atherwise agreed.
- If an error is made by Basildon District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

DIRECT Debit