HOUSING

MAY 2013

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to:
Corby Borough Council, Corby Cube, Parkland Gateway, George Street, Corby, Northants, NN17 1QG

Name and full postal address of your bank or building society

To: The Manager — Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Service User Number

9	9	3	5	9	1

Instruction to your bank or building society

Please pay Corby Borough 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 will remain with Corby Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

Banks and building societies may not accept Direct Debit instructions for some types of account DDI4

This is not part of the Instruction to your bank or building society and must be detached by Corby Borough Council before submission to the paying bank.

1. Payer Personal Details:

Name:

Address:

Postcode:

Contact Number:

2. Address of rented/leasehold property:

Payment Option (*please tick*):

Monthly: 1st ☐ Monthly: 15th ☐

Weekly: (*48 Weeks*) ☐ **Starting**: ___/___/___

Rents: ☐ Leasehold: ☐

Housing Staff Initials: _____

N.B The amount requested by Direct Debit is calculated and processed using the balance on your account around 14 days before it is requested. The Direct Debit will clear any arrears or credits by the end of the financial year unless a separate arrangement is in place.

This guarantee should be detached and retained by the payer.

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 Corby Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Corby Borough Council to collect a payment, confirmation of the amount and date will be sent to you.
- If an error is made in the payment of your Direct Debit, by Corby 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 Corby 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.