To



A blue and grey logo

Description automatically generated

Originator’s Identification Number

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9 | 7 | 3 | 2 | 9 | 6 |

Instruction to your Bank or Building Society to Pay Direct Debit

Please fill in the whole of the form and send it to:

Housing Income Team, Tamworth Borough Council, Marmion House, Lichfield Street Tamworth, Staffordshire B79 7BZ

Name and full postal address of your Bank or building Society.

Name(s) of Account Holder(s)

Bank/Building Society Account Number

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Branch Sort Code

Instruction to your Bank or Building Society

Please pay Tamworth 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 may remain with Tamworth Borough Council and, if so details will be passed electronically to my Bank/Building society.

Paying Rents made easy by

Direct Debit.

So, how do I change to Direct Debit.

Simply fill in your name(s) and address below and complete the return the Direct Debit Instruction above to the address shown at the top of this form.

Please tick your preferred option

Monthly 1st of the month

Monthly 16th of the month

Weekly

Full Name of liable person(s)

Rent Account Reference Number (if known):

To: The Manager

Bank or Building Society ­­­­­­­­­­­­­­­­­­­

Address

Postcode

Address

Postcode

Telephone no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Alternatively you can telephone to set up or amend your instruction without the need to fill in this form.

for office use only:

Telephone instructions taken by:-

inits: date:

Garage address:

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



Signature(s)

Date