DIRECT Debit

BasildonCouncil
BASILDON • BILLERICAY • WICKFORD

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

Please fill in the whole form and send it to:
Basildon Council Housing Services, Rent Accounting Team, The Basildon Centre, St Martin's Square, Basildon SS14 1DL.

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Service user number

8	5	9	7	9	2

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference

Instruction to your bank or building society

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

Signature(s)

Date

DDI4

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

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

COUNCIL RENT

1) Full Name(s)

2) Address

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)

6) Please Tick Preferred Payment Date

(If no date is selected we will automatically collect on the 16th of each month)

☐ **1 st**

☐ **16 th**

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Basildon Borough Council will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Basildon 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 Basildon 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 Basildon 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.