



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, Home Ownership 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
6 9 1 2 3 0

Name(s) of account holder(s)

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.

Bank/building society account number

Branch sort code

Reference

Signature(s)
Date

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

DD14

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.

1) Full Name(s)

4) I Wish to Pay
Monthly
Quarterly
Yearly

HOME OWNERSHIP TEAM

2) Address

6) Please Tick Preferred Payment Date

(If no date is selected we will automatically collect on the 27th of each month)

1st
16th
27th

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

5) Customer Reference Number

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 Basildon Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
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
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.