

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

Please fill in the whole form using a ball point pen:

Rents Team  
Town Hall  
Clacton on Sea  
Essex  
CO15 1SE

Originator's Identification Number

6	2	4	8	4	6
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Tenancy Number

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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager Address	Bank/Building Society Address
Postcode	

This is not part of the instruction to your Bank or Building Society

**Please complete this part**

1. Please advise us of the name and address of the person from whose account the Direct Debits will be taken:

Name:

Address:

2. If you are filling in this Direct Debit instruction but it is not your own rent that you wish to pay please tick this box.

3. Payment to be made (tick one)

Monthly on the 1<sup>st</sup> of each month.

Monthly on the 8<sup>th</sup> of each month.

Monthly on the 12<sup>th</sup> of each month.

Monthly on the 20<sup>th</sup> of each month.

Monthly on the 25<sup>th</sup> of each month.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD12

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 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 Tendring District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Tendring 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.