DIRECT Debit

# DARTFORD BOROUGH COUNCIL

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

**Please complete all sections including the official use box, using a ball point pen, then send to:**

Housing Finance Team
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent
DA1 1DR

**Originator's Identification Number**

| 9 | 7 | 3 | 3 | 9 | 1 |
|---|---|---|---|---|---|

PLEASE COMPLETE IN FULL:
This is not part of the instruction to your Bank or Building Society.

**Name(s) of Account Holder(s)**

NAME:

ADDRESS:

**Bank/Building Society account number**

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

**Branch Sort Code**

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

**Name and full postal address of your Bank or Building Society**

To: The Manager — Bank/Building Society

Address

Postcode

**Instruction to your Bank or Building Society**
Please pay Dartford 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 Dartford Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

**Rent Reference Number**

| 0 | 2 | / | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Date of month payment to be made on:**

| 1st | 9th | 16th | 23rd |
|---|---|---|---|

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

DDI1

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