



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



ASHFORD
BOROUGH COUNCIL

Please fill the whole form using a ballpoint pen and send it to:

Housing Services
Ashford Borough Council
Civic Centre
Ashford
Kent
TN23 1PL

Originators Identification Number

6 5 4 0 6 4

Rent Account Number (10 Digits)

Rented Property Address

Tel.No.

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 Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society

Please pay Ashford 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 Ashford Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instruction for some types of account.

DDI2

Please cut along the dotted line

**Your Direct Debit will be collected on or shortly after the 25th of each month.
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, Ashford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Ashford 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.