



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 5/15

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 accept instructions to pay Direct Debits
- ◆ If there are any changes to the amount, date or frequency of your Direct Debit Ashford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ashford 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 Ashford 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 Ashford 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