

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



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

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

Name(s) of Account Holder(s)

Originators Identification Number

654064

Rent Account Number (10 Digits)

Rented Property Address

Tel.No.

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.

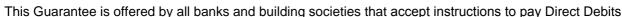
Signature(s)		
Date		
Date		

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

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



- 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 your 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

DDI2 5/15



Bank/Building Society Account Number

Bran	ch Sor	t Code		_	

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode