



Instruction to your bank or building society to pay by Direct Debit



Originators Identification Number

6 9 0 2 0 0

Please fill in the whole form in black ink and send it to:

Rent Section
White Cliffs Business Park,
Dover, Kent CT16 3PJ

1. Name(s) of account holder(s)

2. Branch sort code

(from the top right hand corner of your cheque)

 - -

3. Bank/building society account number

4. Name and full address of your bank or building society

To the Manager	Bank/building society
Address	
Post Code	

5. Reference number

For Dover District Council official use only.

This is not part of the instruction to your bank or building society.

6. Name of payer and address of property

Name _____

Address _____

Tel: (optional) _____

Mobile: (optional) _____

Please tick one of the following boxes for the day of the month you want the Direct Debit taken from your account. (If you do not select a date one will be chosen by the Council)

7th 15th 21st 28th

7. Instruction to your bank or building society

Please pay Dover District Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Dover District Council and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Signature

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

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, Dover District Council will notify you 14 days in advance of your account being debited, or as otherwise agreed.

If an error is made by Dover 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 the letter to us.



HOW TO PAY YOUR RENT BY MONTHLY DIRECT DEBIT

A CONVENIENT WAY TO MAKE PAYMENT FROM YOUR BANK OR BUILDING SOCIETY CURRENT ACCOUNT

ADVANTAGES OF PAYING BY DIRECT DEBIT

By completing this instruction to pay by monthly Direct Debit there are advantages to yourself and the Council.

Your benefits are :

- No worries about remembering to pay at the right time
- No need to write out and post cheques
- No queuing at cash offices, banks or post offices
- You will not be required to renew the instruction each year as it is continuous
- The Council and your bank will arrange payments for you.

The main advantage to the Council is a substantial reduction in the cost of collection that benefits all payers.

IMPORTANT POINTS TO NOTE

- Payments will be by monthly instalments and you will be notified in advance of the amount of each instalment.
- If you move within the Council's area a new instruction will not be required.

EXAMPLE SHOWING BANK DETAILS REQUIRED FROM YOUR CHEQUE BOOK

Enter the name and full postal address of your branch

Enter the bank's sort code

10-80-12

Bank plc
GRENVILLE BRANCH
17 LORDSHIPS PLACE LONDON W7 4QT

Date _____

Pay _____

£

Signature _____

A PAYER

000000 10:8012: 123456789

Enter your bank account number

Enter the name of your bank account