Instruction to your Bank or Building Society to pay by Direct Debit
Housing Rent & Leasehold Charges

Please fill in the whole form and send it to: **Housing & Property Services**, Rugby Borough Council, Town Hall, Rugby, CV21 2RR

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Service User Number

7	5	3	6	0	4

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference Number

Instruction to your Bank or Building Society

Please pay Rugby 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 Rugby 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 Instructions for some types of account DDI4

This is not part of the instruction to your bank or building society and must be detached by Housing & Property Services, Rugby Borough Council before submission to the paying bank

Name:

Address:

Please choose the payment option to suit you by ticking the appropriate box below

Yearly (1 payment) 1st ☐ 12th ☐ 19th ☐ 26th ☐

Monthly 1st ☐ 12th ☐ 19th ☐ 26th ☐

Weekly/2weekly – deductions on Mondays only (delete as appropriate) ☐

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 Rugby Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rugby Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Rugby 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 were not entitled to, you must pay it back when Rugby 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.