DIRECT DEBIT FORM

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

Please fill in the whole form using a ball point pen and send it to:-

Woking Borough Council
Housing Services
Civic Offices
Woking
Surrey
GU21 6YL

Originator's Identification Number

9	9	0	8	6	7

RENT ACCOUNT HOLDER DETAILS

Name
Address

Name and full postal address of your Bank or Building Society

To: The Manager
Bank/Building Society
Address:

Postcode:

PAYEES DETAILS (if different from rent account holder)

Name
Address

Reference Number (Rent account)

50

Fortnightly on Friday ☐ **Monthly on 1st** ☐ **Monthly on 10th** ☐ **Monthly on 20th** ☐

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Instruction to your Bank or Building Society

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

Signature(s)

Date:

Banks or Building Societies may not accept Direct Debit Instructions for some types of account.

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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 payments dates change Woking 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 Woking 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.