Wealden
District Council

DIRECT Debit

RENTS

Instruction to your Bank or Building Society to pay Direct Debits

Please fill in the whole form including official use box using black ball point pen and send it to:

WEALDEN DISTRICT COUNCIL
COUNCIL OFFICES
VICARAGE LANE
HAILSHAM
EAST SUSSEX
BN27 2AX

Originators Identification Number

7	6	4	9	6	1

For Wealden District Council Official Use Only
This is not part of the instruction to your Bank or Building Society.
Please state the address of the dwelling or garage to which this mandate applies and tick below the day of the month for payment:

Address……

……

☐ **5th** ☐ **20th**

Name(s) of account holder(s)

Bank/Building Society account number

☐☐☐☐☐☐☐☐

Branch sort code

☐☐ – ☐☐ – ☐☐

Name and full postal address of your Bank or Building Society branch

To the Manager Bank/Building Society

Address

Post Code

Reference number (as shown on your rent statement)

☐☐☐☐☐☐

Instruction to your Bank or Building Society
Please pay Wealden District Council Direct Debits from the account details in this Instruction subject to the safeguards assured by the Direct Debit guarantee.
I understand that this instruction may remain with Wealden District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Name(s) (Block capitals)

Date

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

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This part should be detached and retained by the payer

The Direct Debit Guarantee

DIRECT Debit

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, Wealden District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wealden District 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 Wealden District 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 Wealden District 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.

PAY YOUR BILL BY

DIRECT DEBIT

A modern and simple way to pay

Direct Debiting is a simple, inexpensive and convenient way of paying all kinds of bills. The Council invites you to sign an instruction to your Bank/Building Society authorising them to pay various amounts from your account at our request. This means that there will be no need for us to trouble you to sign a fresh authority whenever the amount due on your bill/statement changes each year. No payments will be taken until you have been given at least 10 working days' notice of the amounts and due date. Please see the guarantees set out overleaf.

Other Benefits to You

No worries about remembering to pay at the right time

No need to write out and post cheques

No queuing at cash offices or at your bank/building society or the post office

Possible reduction in bank charges

Complete Control

You're always in control. You are free to cancel at any time and return to paying bills any other way you wish.

Guaranteed

And remember, your bank or building society will give you an immediate refund in case of an error.

What you have to do

Simply complete and sign the Instruction overleaf and return it as soon as possible to Wealden District Council, Council Offices, Hailsham BN27 2AX.