

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

Freeport RLTC-ZAUU-XZHR  
 Ashfield Homes Ltd  
 Broadway  
 Brook Street  
 SUTTON IN ASHFIELD  
 NG17 1AL

Name(s) of Account Holder(s)


Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Rent (Tenancy) Reference Number

«TencyRef»
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Instruction to your Bank or Building Society to pay by Direct Debit



Originator's Identification Number

9	7	3	2	2	7
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FOR ASHFIELD DISTRICT COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Address to which the tenancy relates

«PAddr1» «PAddr2»

**Please tick your preferred payment option:**

<b>WEEKLY</b> (Monday)		<b>WEEKLY</b> (Friday)	
<b>MONTHLY</b> (7 <sup>th</sup> of each month)			

Instruction to your Bank or Building Society

Please pay Ashfield District 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 Ashfield District 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



This guarantee should be detached and retained by the Payer

### The Direct Debit Guarantee



- The 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 Ashfield District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Ashfield 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 your letter to us.

# Paying Your Rent By Direct Debit

**Did you know that you can pay your rent by Direct Debit?**

We have now introduced a second weekly option especially for the benefit of those tenants who have their wages paid at the end of each week!

Your payment options by Direct Debit are now:

**MONTHLY on 7<sup>th</sup> of each month**

**WEEKLY on Mondays**

**WEEKLY on Fridays**

**The advantages of paying by this method are:**

- ✓ **No more journeys to a Council Office or Post Office to make a payment**
- ✓ **No more standing in queues**
- ✓ **It gives you peace of mind, knowing that your rent has been paid on time**
- ✓ **It costs us less to collect rent by Direct Debit, which means we can use the savings to provide better services to you**



To pay your rent by Direct Debit, please complete the enclosed form and return it to the Freepost address shown, you will not have to pay postage. Alternatively, you may hand this form in at one of the Ashfield Homes Property Shops.

**If you have any questions in respect of the Direct Debit scheme, please contact Vanessa or Diane in the Rent Accounting Section on 01623 608875 or 01623 608863.**