

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

<b>«TencyRef»</b>
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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 (Monday)</b>		<b>WEEKLY (Friday)</b>	
<b>MONTHLY 7th</b>		<b>Fortnightly(Please specify Monday or Friday)</b>	

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



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

# Paying Your Rent By Direct Debit

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

Your payment options by Direct Debit are now:

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

**FORTNIGHTLY Monday or Friday**

**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 form on the reverse side of this letter 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 Stephen Woolgrove in the Rent Accounting Section on 01623 608875.**