



South Holland District Council

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

Housing & Property Services
Council Offices
Priory Road
Spalding
Lincolnshire
PE11 2XE

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

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 8 | 3 | 8 | 5 | 8 | 6 |
|---|---|---|---|---|---|

Rent Account Payment Reference number

| | | | | | | |
|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|

Name(s) of Account Holder(s)

| |
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| |
| |

Branch Sort Code

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Bank/Building Society account number

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Name and full postal address of your Bank/Building Society

| | |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address | |
| | |
| Postcode | |

FOR SOUTH HOLLAND DISTRICT COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Your Name _____

Your Address _____

I wish to pay monthly on or immediately after the 1st
Address payment is for (if different to above)

Instruction to your Bank or Building Society

Please pay South Holland District Council Direct Debits from the account detailed in this instruction subject to the safe guards assured by the Direct Debit Guarantee, shown below. I understand that this instruction may remain with South Holland 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 South Holland District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request South Holland 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 South Holland District Council or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your branch or building society.
- If you receive a refund you are not entitled to, you must pay it back when South Holland 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 also be required. Please also notify us.