



**Instruction to your
Bank or Building
Society
to pay Direct Debits**



Originators Identification Number

4 0 4 7 5 5

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

East Suffolk Council
Riverside,
4 Canning Road,
Lowestoft
NR33 0EQ

Name(s) of account holder(s)

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Address

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
Address:

Rent Reference Number

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**FOR EAST SUFFOLK COUNCIL
OFFICIAL USE ONLY**

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

Payment Date

Please tick preferred date.

EITHER

1st of each month

OR

8th of each month

OR

15th of each month

OR

22nd of each month

Please tick only ONE box

Instruction to your Bank or Building Society

Please pay East Suffolk Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with East Suffolk 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

Cut here-----

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, East Suffolk Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request East Suffolk Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in payment of your Direct Debit by East Suffolk Council or your Bank or Building Society, you are entitled to a full and immediate payment 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 East Suffolk Council asks you to.
- You may cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

Data Protection

The information you have supplied with this application may be processed by computer or form the basis of manual records. East Suffolk Council requires the data for operational, management and associated purposes relevant to the process of your application and the management of the housing stock.