

Please fill in the whole form using a ball point pen and send it to: New Forest District Council, Housing Services, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire SO43 7PA.

**Instruction to your bank or building society to pay by Direct Debit**

Name and full address of your bank or building society

To: The Manager	Bank or building society
Address	
Post Code	

Service User Number	8	3	6	2	8	8
Reference (Rent Account)						

Bank/building society account number

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Branch sort code

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**Instruction to your bank or building society**

Please pay New Forest District 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 New Forest District Council and if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s)


Signature(s)

Date

**Banks and building societies may not accept Direct Debit Instructions for some types of account.**

This is not part of the Instruction to your bank or building society and must be detached by New Forest District Council before submission to the paying bank. If you have any questions about this form or your account, please contact the Housing Rent and Arrears Recovery team on 023 8028 5222.

Collection Date      Please choose your preferred collection date by ticking the relevant box.      1<sup>st</sup>       15<sup>th</sup>

Tenant Name(s)     

Home Address     

Garage Address (if applicable)     

Telephone: Daytime            Mobile     

Email address     



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, New Forest District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request New Forest 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 New Forest 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 that you are not entitled to, you must pay it back when New Forest 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.