North Lanarkshire Council

DIRECT Debit

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

Please complete the whole form INCLUDING OFFICIAL USE BOX and return to:

North Lanarkshire Council
Chief Executive's Office
Financial Solutions - Rent Accounting
Civic Centre
Motherwell
ML1 1AB

Service User Number

9	0	7	6	7	3

Name(s) of Account Holder(s)

FOR NORTH LANARKSHIRE COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society
FOR PAYMENT OF RENT

Tenancy Address

Please also provide the additional information requested otherwise the Direct Debit cannot be set up.

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager   Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society
Please pay North Lanarkshire 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 North Lanarkshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number

0										

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

✂ -

DIRECT Debit

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, North Lanarkshire Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request North Lanarkshire 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 North Lanarkshire 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 North Lanarkshire 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.

Additional Information

Section A To be completed by the payer (the person whose bank account the Direct Debit payments will be collected from)

Title _____   Forename _____   Surname _____

Correspondence address:-

_____

_____

_____   Post Code _____

Telephone number _____

Payment options (please circle one only)
Weekly   Fortnightly   Monthly   Twice Monthly

For weekly or fortnightly please indicate a day
Monday   Tuesday   Wednesday Thursday   Friday

For Monthly or Twice Monthly please indicate a date
1st   2nd   3rd   4th   5th   6th   7th   8th   9th   10th   11th   12th   13th 14th

15th   16th   17th   18th   19th   20th   21st   22nd   23rd   24th   25th   26th   27th   28th

If the rent account is in arrears we will seek to recover these arrears. Please indicate a value over and above the rent due that you would be willing to pay towards arrears £_____
(A minimum of £3.75 per week applies)

Section B To be completed by the tenant

I agree that North Lanarkshire Council Housing and Rent Accounting staff can discuss my rent account with the person named above as it relates to this Direct Debit Instruction.

Signed   _____

Dated   _____

Please ensure all parts of this document are fully completed and return with the completed mandate form.