Tendring District Council

DIRECT Debit

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

Please fill in the whole form using a ball point pen:

Rents office
88-90 Pier Avenue
Clacton on Sea
Essex
CO15 1TN

Originator's Identification Number

6	2	4	8	4	6

Tenancy Number

Name(s) of Account Holder(s)

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

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

Please complete this part

1. Please advise us of the name and address of the person from whose account the Direct Debits will be taken:

Name:

Address:

2. If you are filling in this Direct Debit instruction but it is not your own rent that you with to pay please tick this box. ☐

3. Payment to be made (tick one)

Monthly on the 1st of each month. ☐

Monthly on the 12th of each month. ☐

Monthly on the 25th of each month. ☐

Signature(s)

Date

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

DDI2

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Tendring District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Tendring District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.