

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



Service User Number

9 7 2 0 8 0

Please fill out the whole of this form using a ball point pen and send it to:

Ascham Homes
Willow House
869 Forest Road
London
E17 4UH

Payment Reference Number

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

Name and Full Address of your Bank/Building Society

To the Manager Bank/Building Society

Address

Post Code

- I instruct you to pay Direct Debits from my account to London Borough of Waltham Forest
- I understand that the London Borough of Waltham Forest will notify me of any change to the amount or dates to be paid at least 10 working days in advance of my account being debited
- I will tell my bank or building society and the London Borough of Waltham Forest in writing if I want to cancel the instruction
- I understand that if any Direct Debit is paid which breaks the terms of the instruction, the bank or building society will make a full and immediate refund

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Signature(s)

Date

PLEASE DETACH AND KEEP THIS IN A SAFE PLACE

The Direct Debit Guarantee



- 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, Ascham Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Ascham Homes 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.

This is not part of the Instruction to your Bank or Building Society and must be detached by Ascham Homes before submission to the paying Bank or Building Society.

Please write your full name and address

Name
Address
Post Code

If you are paying on behalf of the tenant, please write the tenants name & address below

Name
Address
Post Code

Please indicate your chosen payment date by ticking one of the boxes below

Annual rent will be paid in 11 instalments May to March on the 7 th of <input type="text"/> 14 th of <input type="text"/> each month	Annual rent will be paid in 12 instalments April to March on the 21 st of <input type="text"/> 28 th of <input type="text"/> each month
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All about Direct Debit

- If you have a suitable bank or building society account, the simplest way to pay your Rent is by direct debit. It is an automated way of paying your rent. Once you have completed this form, the rest of the work is done by us.
- The rent will be collected in 11 or 12 payments as appropriate on or after the payment date you have indicated above.
- We will notify you of any amendments to your payments at least 10 working days before the next one is due.
- You can cancel your direct debit at any time.
- Direct Debit is the cheapest way for us to collect your rent.
- If you would like help completing this form please contact us on 020 8496 4950
- Please be aware that if you do not have sufficient funds in your account at the time of the debit you are likely to incur charges from your bank or building society

The Benefits to you

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| <input checked="" type="checkbox"/> No late payments, therefore no reminder letters. | <input checked="" type="checkbox"/> A choice of payment dates – 7 th 14 th 21 st or 28 th of the month |
| <input checked="" type="checkbox"/> No queues at cash offices or post offices | <input checked="" type="checkbox"/> Protection through the “Direct Debit Guarantee”. |
| <input checked="" type="checkbox"/> No cheques to write or cash to carry. | |
| <input checked="" type="checkbox"/> No worries about remembering to pay. | |

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