

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



Please fill out the whole of this form using a ball point pen

PLEASE SUBMIT THIS FORM FULLY COMPLETED AND SIGNED TO YOUR BANK AND EMAIL A COPY TO [rents@walthamforest.gov.uk](mailto:rents@walthamforest.gov.uk) AT LEAST TWO WEEKS BEFORE THE START DATE OF THE DIRECT DEBIT.

Please advise once you have done this. Thank you.

**9 7 2 0 8 0**

Service User Number

Please pay London Borough of Waltham Forest 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 London Borough of Waltham Forest and, if so, details will be passed electronically to my bank/building society.

Name and Full Address of your Bank/Building Society

To the Manager Bank/Building Society

Address

Post Code

Name(s) of Account Holder(s)

Signature(s)

Date

Date

Bank/Building Society Account Number

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Branch Sort Code

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| Payment Reference   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |

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

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, London Borough of Waltham Forest will notify you at least 3 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Waltham Forest 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 London Borough of Waltham Forest 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 London Borough of Waltham Forest 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.

**This is not part of the Instruction to your Bank or Building Society and must be detached by London Borough of Waltham Forest before submission to the paying Bank or Building Society.**

# Please write your full name and address

Name

Address

Post Code

Telephone Number

# 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(s) by ticking one of the boxes below**

Annual rent will be paid in 12 instalments April to March on the:

21st April then 7th of each month 21st April then 14th of each month

21st of each month 28th of each month

Annual rent will be paid in 11 instalments April to March (no instalment in December) on the:

21st April then 7th of each month 21st April then 14th of each month

21st of each month 28th of each month

Annual rent will be paid in 23 instalments April to March on the:

21st April then 7th and 21st 28th April then 14th and 28th   
of each month of each month

**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 annual rent will be collected in instalments on or after the payment date(s) 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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| --- | --- |
| * No late payments, therefore no reminder letters. | * Protection through the “Direct Debit Guarantee”. |
| * No queues at cash offices or post offices | * A choice of payment dates |
| * No cheques to write or cash to carry. | * No worries about remembering to pay. |

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