


SO HOW DO YOU CHANGE TO DIRECT DEBIT?

This guarantee should be detached and retained by the payer.



Simply complete and return the Direct Debit Instruction below immediately, so your first payment can be made promptly.

LOOK FORWARD TO PAYING THE EASY WAY - RETURN THE FORM TODAY.



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



INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please complete parts **1 - 6** to instruct your branch to make payments directly from your account then return the form direct to:

**FREEPOST RRHH-IAAC-HKBE
EXETER CITY COUNCIL
HOUSING SUPPORT SERVICES
EXETER EX1 1RQ**



1 Please write the full postal address of your branch in the box below.

Originator's
Identification Number

9	7	2	3	4	1
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To: The Manager,
Bank/Building Society
Address
Postcode

Reference No:
(12 Digit Number on Rent Card)

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2 Name of
Account holder(s)

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3 Account number

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4 Sort code

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6 Your instructions to the Bank/Building Society, and signature(s)

- I/We instruct you to pay direct debits from my/our account at the request of EXETER CITY COUNCIL.
- The amounts are variable and may be debited on various dates.
- I/We understand that EXETER CITY COUNCIL may change the amounts and dates only after giving me/us prior notice.
- I/We will inform the Bank/Building Society in writing if I/We wish to cancel this instruction.
- I/We understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account.

Signature(s)

Date

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5 Payment Preference



Fortnightly



Monthly

Please complete the following:

Your Name:

Your Address:

Postcode:

Contact Number: