

**PLEASE COMPLETE PARTS 1 TO 6 OF THIS FORM**

**AND RETURN IT TO:-** Housing Services  
Epping Forest District Council  
Civic Offices, High Street  
Epping, Essex CM16 5DN

Originator's  
Identification  
Number 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 5 | 7 | 3 | 6 | 5 |
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1. Name and Full Address of your Bank/Building Society

The Manager.....  
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4. Sort Code

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5. Reference Number

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2. Name(s) of Account Holder(s)

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6. Instruction to your Bank or Building Society

Please pay Epping Forest District Council from the account detailed on this instruction, subject to the safeguards on the Direct Debit Guarantee. I understand that this instruction may remain with Epping Forest District Council and, if so, details will be passed electronically to my Bank/Building Society.

3. Bank/Building Society Account Number

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Signature(s).....  
Date.....

**Banks and Building Societies may not accept Direct Debits from some types of account.**

| FOR OFFICIAL USE ONLY. THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY.  |   |
|---|---|
| <p><b>Please complete your Name and Address below</b></p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>.....Postcode.....</p> | <p align="center"><b>NOW select the date you wish to pay your Direct Debit.</b></p> <p align="center"><b>Please tick one box only.</b></p> <p>18th <input type="checkbox"/>      25th <input type="checkbox"/></p> <p>28th <input type="checkbox"/></p> |

**PLEASE DETATCH AND KEEP 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 our own Bank or Building Society.
- If the amount to be paid or the payment dates change, Epping Forest District Council will notify you 10 working days in advance of your account being debited of as otherwise agreed.
- If an error is made by Epping Forest 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.

