

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

**AND RETURN IT TO:-**

Housing and Property Directorate,  
Epping Forest District Council  
Civic Offices, High Street Epping,  
Essex CM16 4BZ

## Housing Rent

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.....  
.....  
.....

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.**

**THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY.**

Please complete your Name and Address below

Which date of the month would you like to pay?

Name.....

.....

Address.....

**If the person paying the Direct Debit lives elsewhere,  
please complete their address below.**

.....

.....

.....Postcode.....

.....Postcode.....

**PLEASE DETACH AND KEEP IN A SAFE PLACE**

### 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, Epping Forest District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Epping Forest District Council 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 Epping Forest District Council 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 Epping Forest District Council 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.