|  |  |  |  |
| --- | --- | --- | --- |
| **Please complete parts 1 to 10 of this form, marked with an asterisk (\*), and return it to:** | | | |
|  | | Originator’s Identification Number | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9 | 5 | 7 | 3 | 6 | 5 | |
| Income Recovery Team,  Epping Forest District Council,  Civic Offices, High Street  Epping, CM16 4BZ | **Housing Rent** |
|  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \* 1. Name and Address of your Bank/Building Society  The Manager: | | | | | | | |  | \* 4. Sort Code | | | |
| Enter bank name and address here | | | | | | | |  |  | Enter Sort Code here – 6 digits | |  |
|  | | | |
| \* 5. Reference Number (Rent Account Number) | | | |
|  | | | | | | | |  |  | | | |
| \* 2. Name(s) of Account Holders | | | | | | | |  | RA Number – if unknown EFDC will enter for you | | | |
| Enter account holder name(s) here | | | | | | | |  |  | | | |
| \* 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 | | | | | | | |
|  | | | | | | | |
| Enter account number here - 8 digits | | | | | | | |  | Signature | | Sign here | |
|  |  |  |  |  |  |  |  |  | Date | | Enter date here | |

|  |
| --- |
| **Banks and Building Societies may not accept Direct Debits from some types of accounts** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY** | | | | | | | |
| \* 7. Please complete your Address below | |  | \* 8. At what frequency would you like to pay your Direct Debit? | | | | |
|  | |  |  | | | | |
| Enter YOUR address here | |  |  | Choose an item from drop down list. | | |  | |
|  |  | | | | |
|  | \* 9. What day/date would you like to pay? | | | Enter day/date here | |
|  |  | | | | |
|  | \* 10. If the person paying the Direct Debit lives elsewhere, please complete their address below | | | | |
|  | Enter THEIR address here | | | | |
| Postcode | Enter your postcode here |  | Postcode | | Enter THEIR postcode here | | |

**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.

Direct Debit logo