



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

Service User Number

6 9 8 6 3 0

Please fill in the whole form including official use box using a ball point pen and send it to:

Newark and Sherwood Homes
Kelham Hall
Kelham
Newark
Notts
NG23 5QX

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

2. Bank/Building Society Account number

3. Branch Sort Code

4. Name and full postal address of your Bank or Building Society

To:
Address:
Postcode:

5. Reference Number

FOR NEWARK & SHERWOOD DISTRICT COUNCIL RE NEWARK AND SHERWOOD HOMES OFFICAL USE ONLY
This is not part of the instruction to your bank or building society.

6. Please tick your preferred payment type:

Weekly (Monday)	<input type="checkbox"/>	Weekly (Friday)	<input type="checkbox"/>	Monthly (Go to 6b)	<input type="checkbox"/>
Monthly 1st	<input type="checkbox"/>	Monthly 6th	<input type="checkbox"/>	Monthly 15th	<input type="checkbox"/>

7. Tenant name(s) and address

Name (s)
Address
Postcode
Telephone Number

Please provide payees name and address overleaf if different to that of the tenancy.

FOR NEW TENANCIES ONLY

Include any outstanding balance in First Direct Debit payment.
 All charges due prior to first Direct Debit Payment will be paid by an alternative method.

Instruction to your Bank or Building Society

Please pay Newark & Sherwood District Council re Newark and Sherwood Homes 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 Newark & Sherwood District Council re Newark and Sherwood Homes and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date:

Banks and Building Societies may not accept Direct Debits 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 Newark & Sherwood District Council re Newark and Sherwood Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newark & Sherwood District Council re Newark and Sherwood Homes 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 Newark & Sherwood District Council re Newark and Sherwood Homes 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 Newark & Sherwood District Council re Newark and Sherwood Homes 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.

Payee name(s) and address

Name (s)

Address

Postcode

Telephone Number