

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

Housing Rents
Eastbourne Borough Council
1 Grove Road
Eastbourne
East Sussex BN21 4TW

Name & Address of Account Holder:

Bank/Building Society Account Number:

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Branch Sort Code:

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Name and full postal address of your Bank or Building Society:

To: The Manager Bank/Building Society

Address

Postcode

Tenancy Reference Number:

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

Originator's Identification Number:

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FOR EASTBOURNE BC OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please tick (✓) the frequency you would like to pay:

- Monthly** on the 1st of every month
- Fortnightly** on the rent paying Monday of every fortnight
- Weekly** on the rent paying Monday of every week

If you choose not to tick a frequency, we will set up your Direct Debit for the 1st of every month.

Instructions to your Bank or Building Society:

Please pay EASTBOURNE BOROUGH COUNCIL 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 EASTBOURNE BOROUGH COUNCIL and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

EH.28

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, Eastbourne Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Eastbourne Borough 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 Eastbourne Borough 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 Eastbourne Borough 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.