

Please fill in the whole form including the Official use box using a ballpoint pen and send it to:

Eastbourne Borough Council  
Town Hall  
Grove Rd  
Eastbourne  
BN21 4UG

Name(s) of Account Holder(s):

Bank/Building Society 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:

Reference Number\*:

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\* Please note that your 'Reference' is your 8 digit property or garage payment reference number.

## Instructions to your Bank or Building Society to pay by Direct Debit

Originators Identification Number:

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**PLEASE COMPLETE FOR EASTBOURNE BC USE ONLY.**

This is not part of the instruction to your bank or building society.

The Council offers the following payment dates.  
Please tick the box to show your preference:

- |   |  |
|---|--|
| <input type="checkbox"/> 1 <sup>st</sup> of the month | <input type="checkbox"/> 15 <sup>th</sup> of the month |
| <input type="checkbox"/> 7 <sup>th</sup> of the month | <input type="checkbox"/> 25 <sup>th</sup> of the month |
| <input type="checkbox"/> Weekly on Mondays            | <input type="checkbox"/> Fortnightly on Mondays        |

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

Tenant name:

Tenant address:

Garage address (if applicable):

## Instructions to your Bank or Building Society

Please pay Eastbourne Borough Council Direct Debits from the account detailed in this instructions 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:**

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

- If the amount to be paid or the payment dates change Eastbourne Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Eastbourne Borough 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.

# Direct Debit Form for Rent

## The easy way to pay

How would you like to take the worry out of paying your rent? Just complete the Direct Debit Instruction overleaf and you will have:

- No need to worry about payment due dates or accidentally falling into arrears
- No need to send cheques or visit the Council's office
- Your payments automatically adjusted if your rent changes
- You will be informed when your Direct Debit will start and how much will be debited.

## How Direct Debit works

All you need is a Bank or Building Society account and once you complete the instruction this will allow funds to be automatically transferred from your bank account to pay your rent.

**Customer First**

**Telephone: Eastbourne (01323) 410000**