



Lewes District Council

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

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

<b>Lewes District Council</b> <b>Rent Team</b> <b>Southover House, Southover Road</b> <b>Lewes, East Sussex BN7 1AB</b>
--

Originators Identification Number

5	3	0	6	6	2
---	---	---	---	---	---

PLEASE COMPLETE FOR LEWES DISTRICT COUNCIL USE ONLY.  
This is not part of the instruction to your bank or building society.

Name(s) of Account Holder(s)


Tenant name:
--------------

Tenant address:
-----------------

Bank/Building Society account number

--	--	--	--	--	--	--	--

Garage address (if applicable):
---------------------------------

Branch Sort Code

--	--	--	--	--	--

### Instructions to your Bank or Building Society

Please pay Lewes District 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 Lewes District Council and, if so, details will be passed electronically to my Bank/Building Society.

Name and full address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Please indicate preferred payment frequency:

two weekly
  four weekly
  monthly on 1st of each month

Reference Number\*

--	--	--	--	--	--	--	--	--	--	--	--

\* Please note that your 'Reference' is your 12 digit property or garage payment reference number

Signature(s)
--------------

--

Date
------

Banks and Building Societies may not accept Direct Debit Instructions 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 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 Lewes District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Lewes District 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.



Lewes District Council

# 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: Lewes (01273) 471600**

Name. ....

Address. ....

.....

.....

..... Postcode. ....