



## Instruction 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:

Housing Service  
Mid Devon District Council  
Phoenix House  
Phoenix Lane  
Tiverton  
Devon  
EX16 6PP

Service user number

6 8 9 8 3 0

Name(s) of Account Holder(s)

  

For Mid Devon District Council official use only  
This is not part of the instruction to your bank or building society.

Payment Option (tick one box only)

Yearly

Monthly   
1<sup>st</sup> working day of the month

Bank/Building Society account number

  

Branch Sort Code

  

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address

  

Postcode

Your Service Charge Rent Account Number

  
  
  

Instruction to your Bank or Building Society

Please pay Mid Devon District 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 Mid Devon District 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

DDI 1 5/15

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 Mid Devon District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mid Devon 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 Mid Devon 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 Mid Devon 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 Form FOR SERVICE CHARGES

## KEY BENEFITS

### Simple, Convenient and Safe

Direct Debit is one of the safest and most reassuring ways of paying your service charge;

- Payments are made automatically so they are never forgotten, lost or delayed by postal problems
- Mid Devon District Council has passed a careful vetting process and are monitored by the banking industry
- The Direct Debit Guarantee protects you and your money. It's offered by all banks and building societies that take part in the scheme.

### Time Saving

Modern life is hectic - but Direct Debit helps. It takes away much of the hassle associated with paying rent and puts an end to queueing at our cash office, a Post Office, a bank and filling out cheques.

### Backed by a Guarantee

The Direct Debit Guarantee applies to all Direct Debits. It protects you in the event that there is an error in the payment of your Direct Debit.

- An immediate money back guarantee from your bank in the event of an error in the payment of your Direct Debit
- Advance notice if the date or amount changes
- The right to cancel at any time

