Instruction to Your Bank or Building Society to Pay Your Rent by Direct Debit

Shropshire Council

DIRECT Debit

Please fill in the whole form and send it to:

Financial Advice - Places,
Shirehall (3rd Floor South),
Abbey Foregate,
Shrewsbury,
Shropshire, SY2 6ND

Service User Number

6	9	2	1	6	1

For (Shropshire Council Official Use Only)
This is not part of the Instruction to your Bank or Building Society

Name(s) of Account Holder(s)

Bank / Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank / Building Society

To: The Manager

Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society

Please pay Shropshire 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 will remain with Shropshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature (Account Holder)

Signature (Account Holder)

Date

Rent Reference

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

THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

The Council will ask your Bank for payments on the 7th of every month

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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 amounts to be paid or the payment dates change Shropshire Council will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Shropshire 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