Monthly Direct Debit don't need to Q

to pay your council rent



Simply complete the form on the other side of this page and return it to the address on the mandate or to your nearest customer service centre or information point, where staff will be happy to advise you about this and other ways to pay.

If you need help to fill in this form or you have any questions about it, please visit your local customer service centre or information point and see a member of staff. They can arrange for an interpreter or advocate to meet with you or help you to fill in the form.

If you receive any Housing Benefit you cannot pay your rent by <u>monthly</u> direct debit. Please see our website for alternative payment methods www.hull.gov.uk or contact your local customer service centre or information point.

Housing Rent Monthly Direct Debit

Please complete the instructions below to pay your <u>rent monthly</u> by Direct Debit.

You will be given advance notice in writing when payments are due to start. In the meantime you must continue to pay by your usual method.

Kingston upon Hull City Council

Please fill in the whole form using a ball point pen and send it to FREEPOST RSJC-KKBE-ABXZ

HS-Housing Finance Hull City Council PO Box 15 HULL HU1 2AA Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and address of your Bank or Building Society

To the manager	Bank/Building Society	
Address		
	Postcode	

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



Please tick (\checkmark) your chosen payment date

Postcode

Originator's Identification Number

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Reference Number

Address to which payments apply



Instructions to your Bank or Building Society Please pay Kingston upon Hull City 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 Kingston upon Hull City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)	
Date	

Banks or 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 accept instructions to pay Direct Debits.
•	If there are any changes to the amount, date or frequency of your Direct Debit Kingston upon Hull City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kingston upon Hull City 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 Kingston upon Hull City 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 Kingston upon Hull City 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.