

Instruction to your bank or building society to pay direct debits

Central Rents

Please fill in areas 1 to 7 using a ball point pen and **send to:**

Originator's identification number

9 7 3 2 8 0

Nottingham City Homes
Central Rents Team
Elmbridge
Bestwood Park
Nottingham
NG5 5PF

This information is to be provided for the benefit of Nottingham City Homes and is not part of the instruction to your bank or building society

**6. When do you want us to collect your rent?
Please tick an option**

<input type="checkbox"/> Weekly (every Friday)	<input type="checkbox"/> Fortnightly (on Fridays)
<input type="checkbox"/> Every four weeks (on Fridays)	<input type="checkbox"/> Monthly (1st of the month)
<input type="checkbox"/> Monthly (8th of each month)	<input type="checkbox"/> Monthly (15th of each month)
<input type="checkbox"/> Monthly (22nd of each month)	<input type="checkbox"/> Monthly (28th of each month)

1. Name(s) of account holders

2. Bank / building society account number

3. Branch sort code

 -
 -

4. Name and full postal address of your bank or building society

To the manager	Bank / building society
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

5. Rent payment reference number

7. Your name(s) and address

Your name(s)

Address

Post code

Instruction to your bank or building society
Please pay Nottingham 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 Nottingham City Homes 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 accounts.

NCHDD Oct2015



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, Nottingham City Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham City Homes 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 Nottingham City Homes 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 Nottingham City Homes 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.