

Instruction to your Bank or Building Society to pay your rent by Direct Debit

Please fill in the whole form using a ball point pen:

Tendring District Council
Housing Services
Freepost CL3230
Town Hall, Station Road
Clacton-on-Sea
Essex CO15 1BR

Originator's Identification Number

6	2	4	8	4	6
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Tenancy Number

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Tenant's address:

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

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

Signature(s)
Date

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

DD12

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 Tendring District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Tendring 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.