

Please fill in the whole form including the official use box using a ball point pen and send it to:

**Rent Accounting – Housing Division  
North West Leicestershire District Council  
PO Box 11051  
Coalville  
LE67 0FW**

Service User Number

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Name(s) of Account Holder(s)

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Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Housing Reference Number (Payment Reference)

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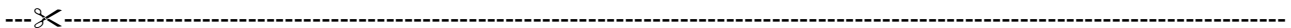
<p><u>For North West Leicestershire District Council official use only</u></p> <p><b>This is not part of the instruction to your bank or building society. However, the information is required by North West Leicestershire District Council.</b></p> <p><b><u>PLEASE CAN YOU COMPLETE THIS ACCORDINGLY.</u></b></p>
Tenant's Name/s
Address to which this mandate relates to
Name & Address of the payer (if different from above)
Payer's Contact Telephone Number:
<p><b>Choice of Payment Type &amp; Date</b></p> <p>The amounts may be variable &amp; will be debited based on your preference</p> <p><b>Monthly</b> – Please enter preferred date.    <input style="width: 40px; height: 20px;" type="text"/>    <input style="width: 40px; height: 20px;" type="text"/></p> <p style="text-align: right;"> <input style="width: 40px; height: 20px;" type="text"/>    <input style="width: 40px; height: 20px;" type="text"/> </p> <p><b>Weekly</b> – Payment called for on Friday of each week.    <input style="width: 40px; height: 20px;" type="text"/></p>

**Instruction to your Bank or Building Society**

Please pay North West Leicestershire 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 North West Leicestershire District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Signature(s)
Date

Please note that Banks and 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 North West Leicestershire District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North West Leicestershire 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 North West Leicestershire 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 North West Leicestershire 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.