

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, Redditch Borough Council will notify you, 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Redditch Borough 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 send a copy of the letter to us.

**Instructions to your Bank/Building Society to pay by Direct Debit**

DIRECT DEBIT INSTRUCTION	HOUSING RENT ACCOUNT						
Originators Identification Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">9</td> </tr> </table>	8	3	6	4	2	9
8	3	6	4	2	9		

**1. Please tell us your details.**

Your Name:	Daytime Tel:										
Your Address:											
Rent Account Number:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	0	0	0							
0	0	0									

**2. Please tell us your Bank or Building Society details.**

To: The Manager.  
Bank/Building Society:.....

Address:.....

Branch Sort Code	Bank/Building Society Account Number																
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>							<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>										

Account held in the name(s) of:.....

**Instruction to your Bank or Building Society:**

Please pay REDDITCH BOROUGH 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 Redditch Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature:.....Date:.....

Please tick your preferred payment date

1	
---	--

15	
----	--



Redditch Borough Council  
Housing Locality  
Town Hall  
Walter Stranz Square  
REDDITCH  
B98 7RY