



CITY OF
YORK
COUNCIL



**DIRECT
Debit**

PAYING YOUR RENT BY DIRECT DEBIT

Direct debit lets the council request monthly payments from your bank or building society once you have given your permission.

Direct debit is simple and can save you time. The council provides a choice of payment dates – you can choose to pay on the 1st or on the 15th of the month. You are notified in advance of any changes to the monthly payments the council collects.

Paying your rent by **direct debit** also saves the council money which can be used to make improvements to the housing service it provides tenants.

If you want to pay your rent by **direct debit** please complete the mandate form on the reverse and return it to:

Customer Services Team
City of York Council Community Services
Finance and Housing Centre
Library Square
York
YO1 7YN

Please note that if you already pay your rent by direct debit you do not need to complete the form. If you want to change your payment date, or if you have any queries, please ring the Customer Services Team on (01904) 551200.



CITY OF
YORK
COUNCIL

COMMUNITY SERVICES

**Instruction to your Bank or
Building Society to pay by
direct debit**



Direct Debit
Originator's Identification Number
No. 941509

Please fill in all the boxes and then return this form to:

CITY OF YORK COUNCIL, CUSTOMER SERVICES TEAM, FINANCE AND HOUSING CENTRE, LIBRARY SQUARE, YORK YO1 7YN

1. Name and full postal address of your Bank/Building Society Branch

The Manager _____

Bank or Building Society Address _____

Postcode _____

2. Name(s) of account holder(s)

3. Branch sort code
(from the top right hand corner of your cheque)

4. Bank or Building Society Account Number

5. Reference number (rent account number)

Your name(s) and address (for City of York Council use only)

Name(s) _____

Address _____

Postcode _____

This is not part of the instruction to your Bank/Building Society

6. Instruction to your Bank or Building Society
Please pay CITY OF YORK COUNCIL direct debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with City of York Council and if so details will be passed electronically to my Bank/Building Society.

I would like this to be paid on the 1st 15th of the month (please tick the appropriate box)

Signature(s) _____

Date _____

Banks and Building Societies may not accept direct debit instructions from some types of account

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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 City of York Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by CITY OF YORK 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.

