



**NORTHAMPTONSHIRE
PARTNERSHIP HOMES**
WORKING IN PARTNERSHIP WITH



**West
Northamptonshire
Council**

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

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

Rent Accounting
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address:

Postcode:

Reference

Service user number:

9	7	3	7	7	7
---	---	---	---	---	---

This information is provided for the benefit of Northamptonshire Partnership Homes and is not part of the instruction to your bank or building society.

Please advise your preferred payment schedule:

Monthly between the 1st and 28th
(please specify day)

Weekly (Fridays only):

Instruction to your Bank or Building Society

Please pay West Northamptonshire 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 Northamptonshire Partnership Homes and, if so, details will be passed electronically to my Bank/Building Society.

Signatures(s):

Date:

Banks and Building Societies may not accept Direct Debit Instructions for some types of account DDI 15/15

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 West Northamptonshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request West Northamptonshire 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 West Northamptonshire 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 West Northamptonshire 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.