



Instruction to your Bank/Building Society to pay Direct Debits

Please complete parts 1 to 6 to instruct your Branch to make payments directly from your account, **THEN RETURN THE FORM DIRECT TO THE COUNCIL.**

Originator's
Identification Number

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1 Please write the name and postal address of your Branch in the box below.

To the Manager

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

3 Account Number

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4 Sort Code
(if known)

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5 Merthyr Tydfil County Borough Council will use this data

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

Rent Account
Number :

Tenant Name
and Address

Post Code

The Direct Debit process for your information :

1. You return this completed instruction to Merthyr Tydfil County Borough Council.
2. Merthyr Tydfil County Borough Council sets up the Direct Debits process and calculates your instalments.
3. This instruction is sent to your bankers by Merthyr Tydfil County Borough Council.
4. At least 10 working days in advance of the first payment date, Merthyr Tydfil County Borough Council will issue you with a Rent Schedule listing the dates and amounts of the instalments.
5. Payments will be four weekly, partly in advance and partly in arrears. A schedule of payment dates can be obtained from Housing Advice in the Civic Centre.

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, Merthyr Tydfil County Borough Council will notify you within 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Merthyr Tydfil County Borough Council or your Bank or Building Society, you are guaranteed a full 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 to us.

6 Your instruction to the Bank/Building Society and signature.

Please pay Merthyr Tydfil County Borough Council, Direct Debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Merthyr Tydfil County Borough Council and, if so, details will be passed electronically to my Bank or Building Society.

**NO ACKNOWLEDGEMENT IS
REQUIRED FROM YOUR BANK**

Signature(s)

Date