



Instruction to your bank or building society to pay Rent by Direct Debit

| | Please fill in the whole form including official use box using a ball point pen and send it to: | | | | | | | | | | | | | Service user number | | | | | | | | |
|--|---|-------|--------|--------|--------|---------|--|--|--|---------|--|---|------------------------|---|--|---|--|--------------|---|--|--|--|
| Rent Recovery South Kesteven District Council Council Offices St. Peter's Hill | | | | | | | | | | | | 2 | 9 | 1 | 4 | 9 | 3 | | | | | |
| Grantham Lincolnshire NG31 6PZ | | | | | | | | | | | FOR SOUTH KESTEVEN DISTRICT COUNCIL OFFICIAL USE ONLY This is not part of the instruction to your bank or building society. Payments will be requested from your Bank/Building Society Account on or after the 1 st or 15 th of each month. | | | | | | | | | | | |
| Name(s) of account holder(s) | | | | | | | | | | | | Please ✓ your choice 1 st ☐ 15 th ☐ | | | | | | | | | | |
| | | | | | | | | | | | | Property to which payment relates | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| Bank/building | n sociat | v acc | ount i | numbe | r | | | | | | | | | | | | | | | | | |
| Bank/building society account number | | | | | | | | | | | | Postcode | | | | | | | | | | |
| Name and full To: The Manage | l postal | addr | ess of | f your | bank o | r build | | | | society | 7 | Please paccount the Dire with Sou | detailed ct Debit (| h Kestev in this Ir Guarante even Dist | ven Distr nstructio ee. I und trict Cou | ict Cour n subject lerstand ncil and | cil Direct to the that thing, if so, o | saf is In | Debits from the feguards assured by istruction may remain alls will be passed | | | |
| Address | | | | | | | | | | | | Signature(s) | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | Date | | | | | | | | | | | |
| Rent Reference | ce num | ber | | | | | | | | | _ | | | | | | | | | | | |
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This guarantee should be detached and retained by the payer.

Banks and building societies may not accept Direct Debit Instructions for some types of account

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

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