|  |  |  |
| --- | --- | --- |
| Council Logo |  | Instruction to yourbank or building societyto pay by Direct Debit |
| **Please fill in the whole form using a ball point pen and send it to:** |  | **Service User Number (Medway Council use only)** |
| Medway CouncilHRA Housing ServicesGun WharfDock RoadChathamKentME4 4TR |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6** | **9** | **2** | **6** | **9** | **2** |

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|  |  |
|  |  |
|  | **Tenant name:** |
|  |  **Tenant address:** |
|  |  |
|  |  |
|  |  | **Post code:** |
| **Name(s) of account holder(s)** |  | **Rent Account Reference Number:** |
|  |  |  |  |  |  |  |  |  |  |  | **/** |  |  |  |  |  |
|  |  | **Please tick the box of required payment date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st****monthly** | **15th****monthly** | **25th****monthly** | Friday**weekly** | **Friday****fortnightly** |
|  |  |  |  |  |

Instruction to your bank or building societyPlease pay Medway 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 Medway Council and, if so, details will be passed electronically to my bank/building society. |
| **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 |  | Signature(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Postcode |  | Date |
|  |  |  |
|  |  |  |

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

