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| Council Logo | | | | | | | | | | |  | 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:** | | | | | | | | | | |  | **Service User Number (Medway Council use only)** | | | | | | | | | | | | | | |
| Medway Council  HRA Housing Services  Gun Wharf  Dock Road  Chatham  Kent  ME4 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 society Please 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) | | | | | | | | | | | | | | |
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|  | | | | | | Postcode | | | | |  | Date | | | | | | | | | | | | | | |
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Banks and building societies may not accept Direct Debit Instructions for some types of account

Guarantee