

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

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

Housing Income

Folkestone & Hythe District Council  
 Civic Centre  
 Castle Hill Avenue  
 Folkestone  
 Kent  
 CT20 2QY.

Service User Number

<b>6</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>8</b>	<b>9</b>
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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR Folkestone & Hythe District Council OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.

Please tick the box showing your choice of payment date.

Weekly on a Monday

1st day of the month

8th day of the month

16th day of the month

26th day of the month

**Instruction to your bank or building society**

Please pay Folkestone & Hythe District 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 Folkestone & Hythe District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date


Reference Number

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

DD11

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

# **DIRECT DEBIT**

## **The easy way to pay your Rent**

You can pay your Rent by Direct Debit on the 1<sup>st</sup>, 8<sup>th</sup>, 16<sup>th</sup> or 26<sup>th</sup> day of the month or weekly on a Monday. (Please note - if you do not indicate a preferred date, the instalments will be claimed on the 1st day of the month).

Complete the instruction form overleaf and return it to us straight away.

Housing Income  
Folkestone & Hythe District Council,  
Civic Centre, Castle Hill Avenue,  
Folkestone, Kent,  
CT20 2QY

### **HOW DOES IT WORK?**

- The amount due is taken from your account on the date you have chosen.
- You do not need to renew this each year.
- We will confirm your payment dates and amounts.
- If the amount you have to pay changes we will let you know in advance.
- You can cancel the arrangement at any time and pay by a different means.