



Instruction to your bank or building society to pay direct debits

Central Rents

Please fill in areas 1 to 7 using a ball point pen and **send to:**

Originator's identification number

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Nottingham City Council
The Rents Team
PO Box 10658
Nottingham
NG8 9NW

1. Name(s) of account holders

2. Bank / building society account number

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3. Branch sort code

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4. Name and full postal address of your bank or building society

To the manager	Bank / building society

5. Rent payment reference number

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Banks and building societies may not accept Direct Debit instructions for some types of accounts.

NCHDD Feb2023



This guarantee should be detached and retained by the payer The Direct Debit guarantee

This information is to be provided for the benefit of Nottingham City Council and is not part of the instruction to your bank or building society

6. When do you want us to collect your rent?

Weekly On what day?

Fortnightly On what day?

Starting date

Every four weeks On what day?

Starting date

Monthly On what date of the month?

It will take a minimum of 10 working days to process your Direct Debit payments. Check your rent account to make sure your payment has been taken. If it hasn't, call us on **0115 915 4920** to make sure your account does not fall into arrears.

7. Your name(s), address and telephone number

Your name(s)
Address
Post code
Telephone number

Instruction to your bank or building society
Please pay Nottingham City 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 Nottingham City Council and if so, details will be passed electronically to my bank / building society.

Signature(s)
Date

- 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, Nottingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham City 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 Nottingham City 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 Nottingham City 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.