

Why not pay your Lock-up Rent the easy way!

Discover the benefits of paying by Direct Debit

- No queuing. No paperwork. No postage. No cheques to write.
- You will not be charged by the Council for paying by this method. Any bank or building society charges should be less than for a cheque payment or Standing Order.
- Your arrangement is renewed automatically each year.
- You are still in complete control although we do all the work for you.
- You will still receive your rent statements and rent increase letters although these will be for information only.
- You will have to change your arrangement if you move to a different local authority.

*Direct Debit is the easiest, most convenient way to pay
and the guarantee ensures full security for you*

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

DD Lock-up Rents - Oct 2010

Choice of payment option if you pay by Direct Debit



7 0 6 0 8 6

Originators Identification Number

Please complete the whole form in ink and return it to your Local Housing Office.

1. Enter your Name and Address in BLOCK CAPITALS

Name.....
Address.....
.....Postcode.....

Reference Number

6

--	--	--	--	--	--	--	--

2. Name and Address of your Bank or Building Society

To: The Manager.....
.....Bank/Building Society
Address of Branch.....
.....Postcode.....

3. Name(s) of the account holder(s)

.....

4. Branch Sort Code
(from the top right hand corner of your cheque book)

--	--	--	--	--	--

5. Bank or Building Society Account Number

--	--	--	--	--	--	--	--

Payment Dates

I wish to pay on, or immediately after, this date
(Tick preferred option)

- Monday - Weekly Monday - Four Weekly
 Monday - Fortnightly 5th - Monthly

(This is not part of the Instruction to your Bank or Building Society)

This is for official use only: Input by

Instruction to your Bank or Building Society

Please pay Aberdeenshire 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 Aberdeenshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s).....

..... Date

Some Banks or Building Societies may refuse to pay Direct Debits from certain types of accounts

DO NOT RETURN THIS INSTRUCTION TO YOUR BANK/BUILDING SOCIETY