

Tick choice of monthly payment date: 1st of month 15th of month

Name:.....Rent account reference no:.....

Address:.....

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

To: The Manager

Name of bank or building society:

Address:

Postcode:

Names of bank or building society holders

Bank or building society account no.

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Branch sort code

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

Your signature

Date

Banks or building societies may not accept Direct Debit instructions for some types of account.

Originator's identification no.

9	9	2	3	5	7
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Please fill this in and send it in an envelope to: Haringey Council, Rent Accounts, Level 2, 13-27 Station Road, London N22 6UW.

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 take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amount to be paid or the payment dates change, Haringey Council will notify you at least 10 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Haringey Council or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to Haringey Council.





What is direct debit?

The organisation you are paying, i.e. the Council, presents a request for payment to your bank or building society and the money is deducted from your account.



How does it work?

You complete a form telling your bank or building society to make direct payments to the Council for your rent when it is due.

You then return the form to the Council's Rent Accounts Team at Wood Green Area Housing Office, who pass it on to your bank or building society. The bank or building society then debit your account each month as they have been instructed.



What are the advantages?

When you set up a direct debit:

- You will receive £10. The Council will credit your rent account with £10 when you first set it up and your rent begins to be paid this way.
- You will need to fill in one form for each account you hold. You will receive £10 for each account set up with direct debit.

It also:

- Saves you making a special journey to a Council office or post office to pay your rent.
- Gives you the peace of mind of knowing your rent is paid on time.
- Costs the Council less to collect rents, so any money we save will help keep rents down in the future.
- Any rent increases or other changes to your rent are automatically updated.
- Can help if you have any arrears, by repaying them in instalments with your direct debit as well.



Is direct debit safe?

Direct debiting was designed by banks to keep customers fully protected. Only approved organisations are allowed to operate direct debiting and the only payments that can be made from your account are those which you have instructed your bank or building society to make.

It costs nothing to set up and can be cancelled simply by writing to your building society or bank.



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If the amounts to be paid or the payment dates change, Haringey Council will inform you 10 working days in advance of your account being debited or as otherwise agreed.