

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

Sandwell M.B.C.  
Rent Control Section  
Sandwell Council House  
PO Box 2374  
Oldbury, West Midlands, B69 3DE

Name(s) of Account Holder(s)

\_\_\_\_\_

Bank/Building Society account number

\_\_\_\_\_

Branch Sort Code

\_\_\_\_\_

Reference Number

\_\_\_\_\_

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

# Instruction to your Bank or Building Society to pay by Direct Debit



Service User Number

9	7	1	8	8	9
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Name and full postal address of your Bank or Building Society

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

**Instruction to your Bank or Building Society**

Please pay Sandwell M.B.C. 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 Sandwell M.B.C. and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**This is not part of the Instruction to your Bank or Building Society and must be detached by Sandwell MBC before submission to the paying bank.**

**Please complete the following details.**

Monthly Payment Date required (please tick only 1 box)

1st   
  5th   
  15th  
 28th   
  Weekly payment - Friday only

Please tick 1 box below. A separate form is required for each type of account

Rent	Leasehold Service Charge
Contents Insurance	Leasehold Improvement
Garage	Former
Support Service	Court Costs

Current address

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Former address or Garage Address

\_\_\_\_\_

\_\_\_\_\_

IL2 - When complete

**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, Sandwell MBC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Sandwell MBC 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 Sandwell MBC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or buildings society.
- If you receive a refund you are not entitled to, you must pay it back when Sandwell MBC 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 notify us.