



BRISTOL CITY COUNCIL



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

## Rent Management Service

Please fill in the whole form and send it to:  
Rent Management Service, (100TS), PO Box 3399,  
Bristol City Council, Bristol, BS1 9NE

Name and full postal address of your Bank or Building Society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
|                 |                       |
|                 |                       |
| Post code       |                       |

Name(s) of Account Holder(s)

|  |
|--|
|  |
|  |

Bank/Building Society account number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Branch Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 6 | 1 | 8 | 1 | 5 |
|---|---|---|---|---|---|

Account Reference Number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Instruction to your Bank or Building Society

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

|              |
|--------------|
| Signature(s) |
|              |
| Date         |

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

**This is not part of the instruction to your Bank or Building Society and must be detached by Bristol City Council before submission to the Paying Bank;**

I/ We wish to pay Monthly on the

I/We wish to pay Weekly/Fortnightly/Four Weekly\* on a  Date of first Payment

\*(Please indicate your preference)

|                        |
|------------------------|
| Tenants Postal Address |
|                        |
|                        |
|                        |
| Telephone No           |

## The Direct Debit Guarantee



This Guarantee is offered by a Banks and Building Societies that take part in the Direct Debt Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

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

If an error is made by Bristol City 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 us.**