

DIRECT
Debit



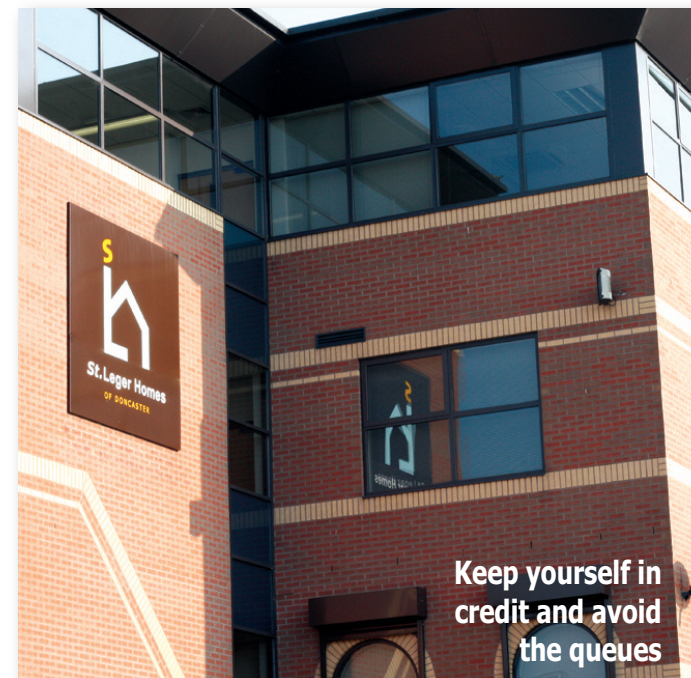
Contact Details

Income Management Team
St. Leger Homes of Doncaster
St. Leger Court
White Rose Way
Doncaster
DN4 5ND

Telephone: 01302 862859
Fax: 01302 862720

www.stlegerhomes.co.uk

Pay your rent by
DIRECT DEBIT



Keep yourself in
credit and avoid
the queues

Information and **Direct Debit Application** to pay your rent by single monthly payments from your Bank or Building Society.



Information can be made available in other formats such as Large Print, Braille or Audio Tape on request

Paying your rent by Direct Debit

The pace of life is increasing and we understand that finding the time to pay your rent can be one more task on a long list of chores.

Because we understand, St. Leger Homes have made arrangements to allow customers to pay their rent by Direct Debit.

This will allow your bank to deduct a month's rent on a choice of dates and any adjustments which are required will be made automatically.

Joining is simple

All you need to do is complete the tear off portion of this form and send it back to the address given. We will write to you to let you know when the payments will start being deducted from your account.

For further peace of mind, the scheme is backed by the Direct Debit Guarantee.

If you would like to take part but are financially unable to pay a proportion of rent in advance, please speak to a member of staff who will be happy to give advice on developing a staged process to allow you to join the scheme.

It is important that all tenants pay their rent on time in accordance with their Conditions of Tenancy. Failure to do so will result in court action which may result in your home being repossessed.



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 Doncaster MBC will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Doncaster 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 Doncaster MBC 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 Doncaster MBC ask 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.



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

Please fill in the whole form, sign it and send it back to St. Leger Homes of Doncaster, St. Leger Court, White Rose Way, Doncaster DN4 5ND



Service User number

9	7	3	5	1	9
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1 Name and full address of your Bank or Building Society

To the Manager	Bank/Building Society

Address _____	

_____	Post Code _____

FOR DONCASTER MBC OFFICIAL USE. This is not part of the instruction to your Bank or Building Society.

I/We wish to pay instalments over (please tick)

1st 7th 15th 25th Weekly (Monday)

Correspondence address of account holder (if different to tenant)

_____	_____
_____	_____
_____	_____
_____	_____
_____	Post Code _____

2 Name(s) of account holder(s)

_____	_____
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3 Bank/Building Society account number

_____	_____	_____	_____	_____	_____	_____	_____
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4 Branch Sort Code

_____	_____	_____	-	_____	_____
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5 Rent number

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	R
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Instruction to your Bank or Building Society

Please pay Doncaster MBC 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 Doncaster MBC and, if so, 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.