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Please complete Questions 1-8 of this form using a black ball point pen and send it to:-

Housing Income Team Kettering Borough Council Municipal Offices Bowling Green Road Kettering NN15 7QX

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

Please pay Kettering Borough Council Direct Debits from the account detailed in this instruction subject to the safe-guards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Kettering Borough Council and, if so, details will be passed electronically to my bank or building society.

The notes overleaf may help you to fill in questions 1-3.

1. Name(s) of Account Holder:-

2. Bank/Building Society account number:-

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3. Sort Code number of branch:-

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4. Name and full postal address of your Bank or Building Society

The Manager Bank / Building Society

8. Signed:

Date:

Originator's identification number:-

9	4	1	1	7	3
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Reference number of house or garage (if known):-

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Property address:-

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5. Payments to be made on: *please tick appropriate box*

8th 15th 22nd 28th

6. A separate mandate is required for a house and garage.

7. Your home address:-

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For Kettering Borough Council
Use Only
This is not part of the instruction to your bank or building society

Banks and Building Societies may not accept Direct Debit instructions on some types of account

Working with and on behalf of local people

How to Complete the Direct Debit Instruction Overleaf

Most of the details asked for can be found from your own cheque book. If you refer to one of your cheques and compare it to the example shown below, it will enable you to complete the address and parts 1-3 of the instruction.

Money Bank plc			87-65-43	← Sort Code number of your branch - Question 3
Anytown Branch				
10 Rent Street, Anytown, AB1 2CD			Date _____	
Pay _____				
_____			£ <input type="text"/>	← Name of your account - Question 1
_____			MR. D. DEBIT	
Cheque No	Branch No	Account No	_____	
662244	87 :65 :43	12345678		← Number of your account at the branch - Question 2

Should you have any further queries regarding filling in your instruction, please contact Customer Services at the address shown overleaf or by telephoning 01536 410333 or emailing: customerservices@kettering.gov.uk

John Conway
Head of Housing
Kettering Borough Council

This Guarantee should be 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 Kettering Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Kettering Borough Council or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when Kettering Borough Council asks you to.
- 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.