

THE EASY WAY TO PAY YOUR RENT

Many people in Leeds have decided to use DIRECT DEBIT to pay their Rent. WHY? Because DIRECT DEBIT gives them peace of mind. It's the easiest, most convenient way to pay, and it's guaranteed.

With DIRECT DEBIT there are no cheques to write, no paperwork or postage and no queuing, because payments are made for you by your Bank or Building Society but only in accordance with your instructions.

If you have any arrears on your account, the Direct Debit will also recover this sum in full during the current year (by equal instalments), unless you tell us that you want a different amount to be taken. You can tell us of the sum to be taken by putting the value in box 8 below.

There is no need to remember when your Rent is due to be paid, and any changes to payment dates or amounts will be notified to you at least 5 days in advance. Furthermore, DIRECT DEBIT is cheaper and simpler for the Council to administer, which helps us keep costs under control.

You are free to cancel a DIRECT DEBIT at any time simply by writing to your Bank or Building Society and informing Leeds City Council.

To pay your Rent by DIRECT DEBIT, all you need to do is complete the DIRECT DEBIT Instruction and return it to the Neighbourhoods and Housing Department, Selectapost 12, Merrion House, 5th Floor West, 110 Merrion Centre, Leeds, LS 2 8BB. Our staff will take care of the rest. **We will write to you confirming the start date of your direct debit so please continue to pay your rent until you receive the confirmation letter.**



Instruction to your Bank or Building Society to pay Direct Debits



Originator's Identification Number

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Please fill in the whole form and send to:

LEEDS CITY COUNCIL, NEIGHBOURHOODS AND HOUSING DEPARTMENT, Selectapost 12, Merrion House, 5th Floor West, 110 Merrion Centre, Leeds, LS 2 8BB

1. Your name and address

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

To: The Manager _____
_____ Bank or Building Society
Address _____

Postcode _____

3. Name(s) of account holder(s)

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4. Branch sort code (from the top right-hand corner of your cheque)

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5. Bank or Building Society account number

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6. Reference No.

Dwelling

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Garage

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7. Please tick the appropriate box

Weekly	<table border="1"><tr><td>W</td><td> </td></tr></table>	W		each Friday
W				
Monthly	<table border="1"><tr><td>1st</td><td> </td></tr></table>	1st		
1st				
Monthly	<table border="1"><tr><td>17th</td><td> </td></tr></table>	17th		
17th				

8. If you wish to pay an additional amount for outstanding rent, please indicate in the box below.

£

9. Instruction to your Bank or Building Society. Please pay Leeds City Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Scheme.

Signature _____ Date _____

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

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 amounts to be paid or the payment dates change, you will be told at least 5 days in advance as agreed.

If an error is made by Leeds 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.
