



### Instruction to pay by Direct Debit

Please fill in the whole form, sign it and send it back to St. Leger Homes of Doncaster, Civic Office, Waterdale, Doncaster, DN1 3BU



9 7 3 5 1 9

#### 1 Name and full address of your Bank or Building Society

Bank/Building Society \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

#### 2 Name(s) of account holder

\_\_\_\_\_

#### 3 Bank/Building Society account number

\_\_\_\_\_

#### 4 Branch Sort Code

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

#### 5 Rent Reference

\_\_\_\_\_ R

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

#### Originator's identification number

Tell us how often you wish to pay. Tick one of the following:

Monthly. Tell us the date of the month:  
(Between 1<sup>st</sup> & 28<sup>th</sup>) \_\_\_\_\_

Weekly, every Monday

Weekly, every Friday

Name of tenant: \_\_\_\_\_

Tenancy address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

If the bank account holder is different to the tenant, please state:

Account holder address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature of account holder \_\_\_\_\_

Date \_\_\_\_\_



**Pay your rent by DIRECT DEBIT**



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



## 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 10 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.

## Paying your rent by Direct Debit

Direct Debit is the easiest way because your bank or building society makes the payments for you.

You can choose to pay weekly or calendar monthly, between the 1<sup>st</sup> & 28<sup>th</sup>.

### Joining is simple

Just complete the tear off part of this form and send it back to the address given. We will let you know when the payments will start.

If you would like advice on how to pay your rent, please call us on 01302 862862.

**It is important that you pay your rent on time. Thank you for choosing Direct Debit as a hassle free way to do this.**



### Contact Details

St. Leger Homes of Doncaster  
Civic Office, Waterdale  
Doncaster, DN1 3BU

Telephone: 01302 862862  
Email: [info@stlegerhomes.co.uk](mailto:info@stlegerhomes.co.uk)