

Instruction to your Bank or Building Society to Pay Direct Debit

Please fill in the whole of the form and send it to:

**THE BENEFITS TEAM, TAMWORTH BOROUGH COUNCIL,
MARMION HOUSE, LICHFIELD STREET, TAMWORTH,
STAFFORDSHIRE B79 7BZ**

Name and full postal address of your Bank or Building Society

To: The Manager

Bank or Building Society _____

Address _____

Postcode _____

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Originator's Identification Number

9 7 3 2 7 5

Reference Number

Instruction to your Bank or Building Society

Please pay Tamworth Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Tamworth Borough 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 accounts.

This guarantee should be detached and retained by the Payer

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, Tamworth Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tamworth Borough Council 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 Tamworth Borough Council 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 Tamworth Borough Council asks 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.

Official use

Housing Benefit Overpayment made easy by Direct Debit

No more queuing, paying for postage, or the need to remember - just one signature and you can leave the rest to your Bank or Building Society.

Please note that for **Direct Debit** payers only, the monthly payments will be collected on the **first** of each month.

So, how do I change to Direct Debit? Simply fill in your name(s) and address below and complete and return the Direct Debit Instruction above to the address shown at the top of this form.

Your name and full postal address

Full Name(s)

Address _____

Postcode _____

Housing Benefit Invoice number

Housing Benefit Reference number

4 0 0