



Your Homes Newcastle

Delivering Housing Services on behalf of



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

Please fill in the whole form including the official use only box using a ball point pen and send it to:

**Your Homes Newcastle
Income Section
YHN House
Benton Park Road
Newcastle upon Tyne
NE7 7LX**

Originator's Identification Number

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Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference number

Official Use Only

This is not part of the instruction to your Bank or Building Society

Your Name _____

Your Address _____

I wish to pay monthly on or immediately after the :-

I wish to pay weekly on a Friday (RENT only) :-

5 th 20 th Weekly

Address payment is for (if different to above)

Instruction to your Bank or Building Society

Please pay Newcastle City 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 Your Homes Newcastle on behalf of Newcastle City 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 account

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your Bank or Building Society
- If the amounts to be paid or the payment dates change we will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Newcastle 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.