

# Direct Debit Mandate for Housing Rents



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

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

Rents Administration Team  
Welwyn Hatfield Borough Council  
The Campus  
Welwyn Garden City  
Hertfordshire  
AL8 6AE

Originator's Identification Number

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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

Please pay Welwyn Hatfield Borough Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Welwyn Hatfield Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Payment date (please circle)

1 <sup>st</sup> of the month	8 <sup>th</sup> of the month	15 <sup>th</sup> of the month	22 <sup>nd</sup> of the month
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

## 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 Welwyn Hatfield Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Welwyn Hatfield Borough Council to collect a payment, confirmation of the amount will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Welwyn Hatfield Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank or Building Society
- If you receive a refund and are not entitled to it, you must pay it back when Welwyn Hatfield 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 send a copy of your letter to us.