



## Housing Supported People / Careline Direct Debit Application Form

**Instructions to your Bank or Building Society to pay your housing supported people / careline charge by Direct Debit**

Please complete the whole form and send it to:

**Housing Services  
Harlow District Council  
Civic Centre  
The Water Gardens  
Harlow  
Essex, CM20 1WG**

**Your Name:**

**Address:**

**Postcode:**

**Contact Telephone No.:**

**Name and full postal address of your Bank or Building Society:**

To the Manager	Bank or Building Society
Address	
Postcode	

**Originator's Identification Number**

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**Rent Account Reference Number**

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**Instructions to your Bank or Building Society**

Please pay Harlow District 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 Harlow District Council and, if so, details will be passed electronically to my Bank/Building Society.

**I wish for this account to be debited on the**

1<sup>st</sup>  8<sup>th</sup>  15<sup>th</sup>  25<sup>th</sup>  **day of each month.**

(Please tick the box of your preferred payment date)

**Name(s) of Account Holder(s):**


**Bank/Building Society Account Number:**

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**Branch Sort Code:**

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**Signed:**

**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 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 Harlow Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If Harlow Council or your bank/Building Society makes an error, 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 the Rents & Service Charges at Harlow Council