

**HOUSING SERVICES - Head Of Service: Olga Clayton**

Cunninghame House, Irvine KA12 8EE  
Tel: 01294 324600 Fax: 01294 324624

Our ref: 06/SMCG/LM

If calling please ask for Mrs Alison Clark or Mrs Linda Morrison  
Tel no 01294 324639

03 August 2004

Dear,

**DIRECT DEBIT - RENT ACCOUNT**

Thank you for your recent request to pay your Housing rent by Direct Debit.

Please complete the attached mandate following the instructions below and return to **North Ayrshire Council, Housing Services, 5<sup>th</sup> Floor, Cunninghame House, Irvine, KA12 8EE.**

- Enter the Account holders name, name and address of bank/building society, bank/building society account number and sort code.
- Enter your rent payment reference.
- Tick your preferred payment date from a choice of two.
- Enter your signature, home address telephone number and date of completion.

Notification of your regular payments will be sent to you 10 working days in advance of your account being debited. (Please check thoroughly)

If in the future you move house, a new mandate is required for Direct Debit and you must inform Housing Services immediately.

Yours faithfully,

**Alison Clark**  
**TEAM LEADER (RENT ACCOUNTING)**

Enc.

# NORTH AYRSHIRE COUNCIL

## HOUSING RENT

### CONVERSION FROM PAYMENT METHOD STANDING ORDER TO DIRECT DEBIT



**NORTH AYRSHIRE**

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

North Ayrshire Council  
Housing Services  
Cunninghame House  
Irvine, KA12 8EE

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 \_\_\_\_\_

Rent payment reference \_\_\_\_\_

\_\_\_\_\_

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

With immediate effect, please cancel my/our Standing Order authority payable to North Ayrshire Council under:

Rent payment reference \_\_\_\_\_

\_\_\_\_\_

Name(s) of Account Holder(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DIRECT  
Debit**

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

Originator's Identification Number

7 0 5 7 1

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

1<sup>st</sup> day of each month 0  
15<sup>th</sup> day of each month 0  
(Please J)

Instruction to your Bank or Building Society  
Please pay North Ayrshire 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 North Ayrshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date \_\_\_\_\_

### Standing Order Cancellation

Branch Sort Code \_\_\_\_\_

Bank/Building Society account number \_\_\_\_\_

\_\_\_\_\_

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

This guarantee should be detached and retained by the Payer

### The Direct Debit Guarantee

**DIRECT  
Debit**

- ~ 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 North Ayrshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ~ If an error is made by North Ayrshire 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.