



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



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

Sandwell Homes Limited,  
Rent Control Section,  
Council House,  
Smethwick,  
West Midlands,  
B66 3NT.

Payment Date Required (please tick)

5th       15th       28th

Originator's Identification Number

9 7 1 8 8 9

Name(s) of Account Holder(s)

\_\_\_\_\_

Rent Card Number

\_\_\_\_\_

Bank/Building Society account number

\_\_\_\_\_

Your address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Branch Sort Code

\_\_\_\_\_

Name and full postal address of your Bank or Building Society

To: The Manager (Bank or Building Soc).  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

### Instruction to your Bank or Building Society

Please pay Sandwell M.B.C. 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 Sandwell M.B.C. 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 own Bank or Building Society.
- If the amounts to be paid or the payment dates change Sandwell Homes will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Sandwell Homes 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.

## Direct Debit

**SANDWELL HOMES NOW OFFERS YOU A WAY TO MAKE REGULAR RENT PAYMENTS THROUGH YOUR BANK/BUILDING SOCIETY.**

### **How do I pay by Direct Debit?**

Simply fill in a mandate form and **RETURN IT TO US AT THE ADDRESS ON THE TOP OF THE FORM.**

### **How are my monthly payments calculated?**

Payments are calculated and spread over the **Financial Year**, from the start of **APRIL** until the end of **MARCH**

e.g. Weekly Rent x 48 (number of rent paying weeks) = Yearly total

Yearly total ÷ 12 (months in the year) = Monthly direct debit payment

### **On what date will my rent payment be deducted?**

On either the 5th, 15th or 28th of every month.

### **When will the first payment be deducted?**

As soon as the Direct Debit Mandate has been cleared by your Bank/Building Society. Notification of the amount and date will be sent two weeks prior to the first payment.

### **What happens should there be a change to my weekly payments?**

You will be informed two weeks in advance of any changes to your Direct Debit. This will enable you to contact the Rent Control Section should any query arise regarding the amount we propose to deduct. Any outstanding balance on your account may be paid by Direct Debit, with the arrears being spread over the future payments.

### **How do I cancel the direct debit instruction?**

A Direct Debit can be cancelled at any time by notifying your Bank/Building Society in writing.

### **Can I pay any other accounts by Direct Debit?**

House Contents Insurance, Garage Accounts, Former Accounts, Leasehold Services and Council Tax may also be paid by Direct Debit, although a separate Mandate is needed for each account.

