

## Monthly Housing Payments

Please fill in the whole form using blue or black ink

### Name and full postal address of your Bank or Building Society

To the Manager Bank / Building Society

.....

### Address

.....

.....

..... Postcode: .....

### Branch sort code

-  -

### Bank / Building Society account number

### Name(s) of account holder(s)

.....

.....

### Please send completed form to:

Income Team  
Daneshill House  
Danestrete  
Stevenage,  
Herts SG1 1HN  
Email: [income@stevenage.gov.uk](mailto:income@stevenage.gov.uk)

### Payment Reference number

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

### Originator's Identification number

994075

### Payment Date

Please choose a payment date by putting a cross in the box next to the date you prefer.

1<sup>st</sup>  8<sup>th</sup>  15<sup>th</sup>  22<sup>nd</sup>

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

### Payer details:

Name: .....

Address: .....

.....

### Tenancy address if different:

.....

### Instructions to your Bank or Building Society

Please pay Stevenage 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 Stevenage Borough Council and, if so, details will be passed electronically to my Bank or 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**

This guarantee is offered by all Banks and Building Societies that accept instructions to pay by Direct Debit.

If there are any changes to the amount, date or frequency of your Direct Debit, Stevenage Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Stevenage Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit by Stevenage Borough Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when Stevenage Borough Council asks you to.

You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.