



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

Please complete the whole form and return it to:  
Directorate of Housing & Regeneration,  
City of Lincoln Council, City Hall, Beaumont Fee, Lincoln, LN1 1DE

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

Originator's Identification Number

9 3 0 7 4 6

<b>To: The Manager</b>	
<b>Bank or Building Society</b>	
<b>Address</b>	
<b>Post Code</b>	

**Rent Reference**

Your rent reference number is shown on the bottom left of your rent payment card.

**Rental Address**

**Instruction to your Bank or Building Society.**  
Please pay the City of Lincoln Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

**Signature(s)**

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

**Branch Sort Code**

*Please obtain from your bank account statement*

**Date**

**Bank / Building Society Account Number**

**Please note that some banks and building societies do not allow direct debits on some types of account. If in doubt, please check with your bank or building society.**

**Please allow us a minimum of 10 working days for your direct debit to be processed.**

<p><b>Make a monthly deduction on</b></p> <p><input type="checkbox"/> 2<sup>nd</sup>                      <input type="checkbox"/> 8<sup>th</sup></p> <p><input type="checkbox"/> 15<sup>th</sup>                      <input type="checkbox"/> 22<sup>nd</sup></p> <p><input type="checkbox"/> 28<sup>th</sup></p>	<p><b>For Office Use only</b></p>
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This guarantee should be detached and kept by the Payer

### The Direct Debit Guarantee

- This Guarantee is offered by all Bank 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 City of Lincoln Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City of Lincoln 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 City of Lincoln 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 City of Lincoln 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.