



THE MORAY COUNCIL

HOUSING AND PROPERTY - HOUSE RENT

38605

**Do you want to avoid unnecessary paperwork, writing cheques and queuing?
Why not pay by Direct Debit? It's the easiest way to pay your Rent.**

To have complete control over the way you pay, simply complete this instruction and return to:
Housing and Property
The Moray Council
PO Box 6760, Elgin
IV30 9BX

THE DIRECT DEBIT GUARANTEE



- This Guarantee is offered by all banks 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 **The Moray Council** will notify you **10** working days in advance of your account being debited or as otherwise agreed. If you request **The Moray 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 **The Moray 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 **The Moray Council** asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Your Direct Debit Payments will be collected on the 1st day of each month, except when the 1st falls on a weekend or a bank holiday, when they will be collected on the next working day.



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS FOR RENT

Housing and Property, High Street, Elgin IV30 1BX



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Originators Identification Number

1 Your name and address in BLOCK CAPITALS

Name _____
Address _____
Postcode _____

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

To: The Manager	Bank/Building Society

Address _____	

Postcode _____	

3 Name(s) of Account Holder(s)

4 Bank or Building Society Account Number

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5 Branch Sort Code

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6 Your Rent Account number - FOR OFFICE USE ONLY

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7 Instruction to your Bank or Building Society

Please pay The Moray 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 The Moray Council and, if so, details will be passed electronically to my bank.

Signature(s)	_____

Date	_____