

This document is available in large print, braille, audio tape, electronic formats such as CD, or in a different language. Our website is ReadSpeaker enabled. For a copy please contact the Council using the following options:

Phone: **01529 414155** (main switchboard)

Minicom: **01529 308088**

Fax: **01529 413956**

Web: **www.n-kesteven.gov.uk**

Email: **customer_services@n-kesteven.gov.uk**

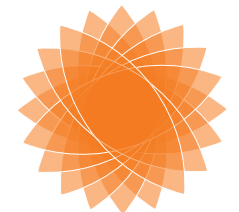
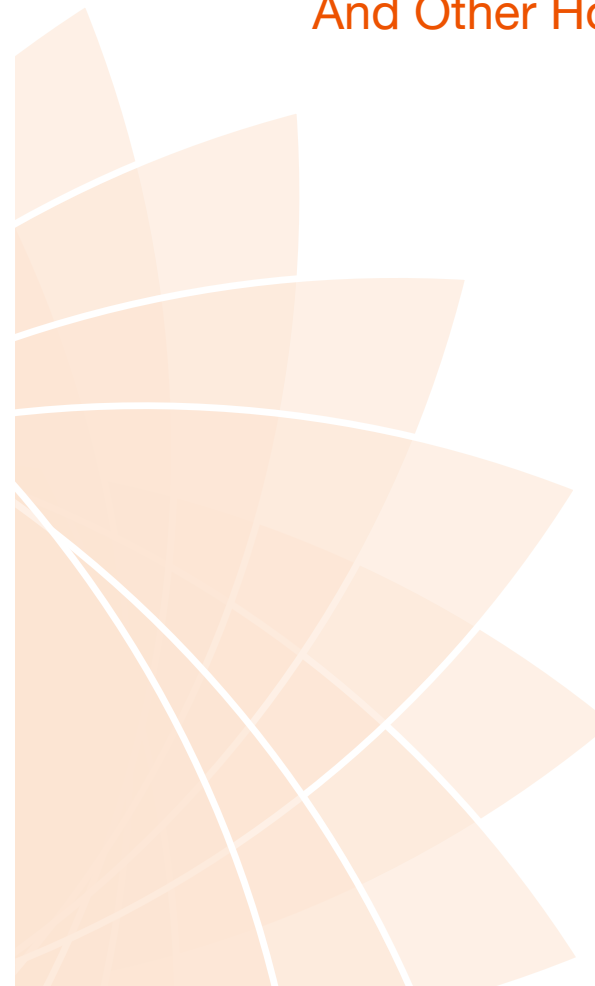
North Kesteven District Council
Kesteven Street
Sleaford
Lincolnshire
NG34 7EF



Produced in consultation with
tenant representatives

Direct Debit Mandate

For Paying Your Rent
And Other Home Related Costs



districtnk
North Kesteven District Council

Please fill in the whole form and send to:
 District Council Offices, Kesteven Street, Sleaford, Lincs NG34 7EF

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

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Instruction to your Bank or Building Society
 Please pay North Kesteven District Council
 direct debits from the account detailed in this
 instruction to the safeguards assured by the
 Direct Debit Guarantee. I understand that this
 instruction may remain with North Kesteven
 District Council and, if so, details will be passed
 electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Account Number

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Branch Sort Code

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RENT reference number

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Signature(s)

Date

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For North Kesteven DC Official Use Only
 This is not part of the Instruction to your Bank
 or Building Society

I / WE WISH TO PAY
ON THE

1st	8th	15th	23rd	28th
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(Please tick your preferred options)

Or specify 1 to 28

Your Name

Your Address

Tel

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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 accept instruction to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit North Kesteven District Council will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request North Kesteven District 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 North Kesteven District 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 North Kesteven District 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.