

# Housing Rents Payments By Direct Debit

The Council is offering a **£20.00** one off payment to all tenants who **change** their method of payment to **DIRECT DEBIT**.

(This payment will be credited to your rent account).

**TAKE ADVANTAGE OF THIS OFFER NOW!!!**

Please complete the direct debit form below and send it to:

**Rent Section**, Floor 4, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. **Tel:** 01443 811450

**Email:** rents1@caerphilly.gov.uk



## Caerphilly County Borough Council



### Instruction to your Bank or Building Society to pay Direct Debits

Please fill in the whole form including official use box using a ball point pen and send it to: **Caerphilly County Borough Council, Rent Section, Floor 4, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.**

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Postcode	

Name(s) of account holder(s)

Bank or Building Society account number

Branch sort code (from the top right hand corner of your cheques)

Reference Number (Office use only)

Originator's Identification Number

FOR CAERPHILLY COUNTY BOROUGH COUNCIL OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

Tenants Name and Address

Instruction to your Bank or Building Society

Please pay Caerphilly County 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 Caerphilly County Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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 Caerphilly County Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Caerphilly County Borough Council or your Bank/Building Society, you are guaranteed a full immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank/Building Society. **Please also send a copy of your letter to:** Caerphilly County Borough Council, Rent Section, Floor 4, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.

