



Please complete all sections of this form and return to:
 Shared Ownership, Community Wellbeing, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EH

Address:

Please circle your preferred payment profile

| | | |
|------------------|-------------|----------|
| Monthly | | Weekly |
| 1 st | Fortnightly | |
| 15 th | | 4 Weekly |

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

Name and full postal address of your Bank or Building Society

| | |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address | |
| | |
| Postcode | |

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 6 | 8 | 7 | 5 | 2 | 0 |
|---|---|---|---|---|---|

Instruction to your Bank or Building Society

Please pay Milton Keynes 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 Milton Keynes Council and, if so, details will be passed electronically to my Bank/Building Society.

*** Please allow 10 working days for the Direct Debit to commence**

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Rent Reference Number

| |
|--------------|
| Signature(s) |
| |
| Date |

Banks and Building Societies may not accept Direct Debit Instructions from 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 instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Milton Keynes Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Milton Keynes 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 Milton Keynes 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 Milton Keynes 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.