



North Tyneside Council

Please fill in the whole form using a ball point pen and send it to:

Neighbourhood Housing Team
North Tyneside Housing
Quadrant, 2nd Floor L
The Silverlink North
Cobalt Business Park
Newcastle upon Tyne
NE27 0BY

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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



Originators Identification Number

9	7	3	6	6	6
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For North Tyneside Council Housing Service Use Only

This is not part of the instruction to your bank

Customer Address

Payment Reference Number

Telephone Number

Please indicate your preferred date for making payment:

1st 8th 15th 25th

Instruction to your Bank or Building Society

Please pay North Tyneside 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 North Tyneside Council and if so details will be passed electronically to my Bank/Building Society

Signature(s)

Date

To: The Manager	Bank/Building Society
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

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 instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, North Tyneside Council Housing Service will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request North Tyneside Council Housing Service 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 Tyneside Council Housing Service or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when North Tyneside Council Housing Service 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 contact us.