



Rent Direct Debit Mandate Form

To pay by direct debit please complete this form (except for the reference number, which is your rent account number and we will enter this for you), detach the bottom section, and return it to the rents team at the address below as soon as possible.

The Rent Accounts Manager
Council Offices
South Street
Farnham
Surrey
GU9 7RN

**Do not fill in this form if you are not a tenant in the
Borough of Waverley, Surrey, England**

More copies of this form can be found at

www.waverley.gov.uk/forms

Under the Data Protection Act Waverley Borough Council is a Data Controller and you are a Data Subject.



We hold this information for the purposes described on the attached form. The information we hold will be principally used for this purpose, but may be used for other purposes within the Council as the law permits. We may check information we receive with that which is already in our records.

We may obtain information about you from others, or we may give information to them. If we do, it will only be as the law permits, and to:

- Check accuracy of information;
- Prevent or detect crime;
- Protect public funds.



Please complete the whole form and send it to: -
The Rent Accounts Manager
Waverley Borough Council
Council Offices, South Street,
Farnham, GU9 7RN

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

Name and full postal address of your Bank or Building Society

The Manager	Bank Building Society
Address	
Postcode	

Originator's Identification Number

9 4 8 3 2 7

Instruction to your Bank or Building Society

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

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Reference Number

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Signature(s)

Date

After your Instruction has been received and registered we will write to you and advise you of the monthly amounts payable at least 10 working days in advance of your account being debited.

Payments will be collected on or immediately after the last day of each month.

FOR WAVERLEY BOROUGH COUNCIL OFFICIAL USE ONLY

Tenants Name:.....

Address:

Postcode:.....

This is not part of the Instruction to your Bank or Building Society and must be detached by Waverley Borough Council before submission to the Paying Bank



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 amount to be paid or the payment dates change, Waverley Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Waverley Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.