

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

Direct Debit

The smart way
 to pay your rent



Did you know you can now
 set up a Direct Debit over
 the telephone?

Setting up a Direct Debit couldn't be easier...
 Call us on **01246 217670** to set up a Direct Debit today!

Please fill in the whole form including official use box using ball point pen and send it to:
 RYKNELD HOMES LTD, PIONEER HOUSE, MILL LANE, WINGERWORTH CHESTERFIELD, DERBYSHIRE S42 6NG.

Name(s) of Account Holder(s)

Originator's Identification Number

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| 9 | 7 | 3 | 6 | 5 | 2 |
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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: THE MANAGER

Bank/Building Society

Address

Postcode

This is not part of the instruction to your Bank or Building Society.
 Home address:

Garage address (complete only if Direct Debit is for garage):

Please state your preferred payment date (tick one box):

7th 15th 21st 28th

Instruction to your Bank/Building Society

Please pay Rykneld Homes Ltd 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 Rykneld Homes Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Rent Account Reference Number (if known)

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

Detach along this line

DD11

This Guarantee must 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, Rykneld Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Rykneld Homes Ltd 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.

“Direct Debit” - Safe and Reliable

Enjoy peace of mind that your rent will be paid on time, every time - with no missed payments.

- **Simple to do**

Making the switch to Direct Debit is simple. You can select from four dates in the month when payments will be taken. Available payment dates of every month are:

- ◇ 7th
- ◇ 15th
- ◇ 21st
- ◇ 28th

- **It's convenient**

Your rent is spread over 12 months and automatically deducted from your bank account

- **Safe and guaranteed**

Around 2,000 of our tenants already pay by Direct Debit. You can trust it to be totally safe. The Direct Debit guarantee protects you against any incorrect payments and ensures you get your money back if a mistake is made

- **Hassle free**

Direct Debit takes away much of the hassle associated with paying bills, by putting an end to unnecessary payment journeys and queuing to pay your rent; saving you time and money

Make life easier by switching today

- Applying for Direct Debit could not be easier, just give us a call on 01246 217670 to set it up over the telephone or complete the instruction overleaf and return it to the address shown
- Before we take any money from your account, you will receive a letter advising you of the date when your first payment will be taken and the amount of that payment
- You won't lose control, we will only take the agreed amount from your account. If your Benefit circumstances or annual charges change don't worry, we will notify you of your new Direct Debit amount at least 10 days before we change your Direct Debit
- Please ensure you have the funds in your bank account at the time of payment or you may incur charges from your bank.

Here to help

If you need help with your budget, energy bills, debts, savings, setting up a bank account, redundancy or welfare benefits; we are here to help.

We have a specialist in-house Financial Inclusion Team that can assist you with your finances and budgeting.

For more information or to arrange an appointment, please call

01246 217670

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www.rykneldhomes.org.uk