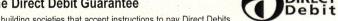


Instruction to your bank or building society to pay by Direct Debit

Please complete this form by typing, or writing in black ink,	Originators identification number
your details in the boxes. (If typing don't forget to sign).	9 9 2 4 3 1
Then post to: Income Team (Council	0 0 1 1 1 0 1
Housing)	Property address
PO Box 63	
Civic Centre	
EN1 3XW	
Frequency of payment: fortnightly	
monthly on 1st of each month	
monthly on 16th of each month	This is not part of the instruction to your bank or building society.
Name(s) of account holder(s)	Instruction to your bank or building society
	Please pay Enfield Council Direct Debits from the account
	detailed in this instruction subject to the safeguards assure
Bank/building society account number	by the Direct Debit Guarantee. I understand that this
Samusanang eestely asseant names.	Instruction may remain with Enfield Council and, if so, detail will be passed electronically to my bank/building society.
Branch sort code	will be passed electronically to my bank/building society.
	Signature(s)
Name and full postal address of your bank or building society	Date
To: The Manager, bank/building society	
Address	
	Official use
Postcode	Tenant name:
	Terrain name.
Payment reference number	Account number:
Banks and building societies may not accept Direct Deb	
Ranks and huilding societies may not accept Direct Deh	it instructions for some type of accounts

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 Enfield Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Enfield 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 Enfield 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 Enfield 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.