



# HOUSING RENT

## MORAY COUNCIL

Do you want to avoid unnecessary paperwork?  
Why not pay by Direct Debit? It's the easiest way to pay your rent.

To have complete control over the way you pay, simply complete this instruction and return to:  
Housing & Property  
Moray Council  
PO Box 6760, Elgin, IV30 1BX

### 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 account, date or frequency of your Direct Debit **Moray Council** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **Moray Council** to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by **Moray 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 **Moray 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.

Your Direct Debit Payments will be collected on the 1<sup>st</sup> day of each month, except when the 1<sup>st</sup> falls on a weekend or bank holiday when it will be collected on the next working day.



### INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS FOR RENT



Moray Council, High Street, Elgin, IV30 1BX

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Originators Identification Number

#### 1. Your name and address in BLOCK CAPITALS

Name
Address
Postcode

#### 4. Bank or Building Society Account Number

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#### 5. Branch Sort Code

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#### 6. Your Rent Account number – FOR OFFICE USE ONLY

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#### 7. Instruction to your Bank or Building Society

Please pay **The Moray 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 **The Moray Council** and, if so, details passed electronically to my bank.

Signature
Signature
Date

#### 2. Name and full postal address of your Bank or Building Society

To the Manager

Bank / Building Society
Address
Postcode

#### 3. Name(s) of the Account Holder(s)

Name
Name

Banks or Building Societies may refuse to accept instructions to pay Direct Debits from some types of account.