

PAYMENT OF LEASEHOLD CHARGES



Winchester
City Council

Housing
Services

City Offices
Colebrook Street
Winchester
SO23 9LJ

tel 01962 848 400
fax 01962 841 365
telephone calls may be recorded

Please fill in the whole form using a ball pen
and return the form to:-
**WINCHESTER CITY COUNCIL
HOUSING SERVICES
COLEBROOK STREET,
WINCHESTER,
HAMPSHIRE, SO23 9LJ**

Name(s) of account holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or
Building Society

To: The manager	Bank/Building Society
Name:	_____
Address:	_____ _____ _____

Reference

--	--	--	--	--	--	--	--	--	--

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



Service user number

7	5	3	1	2	2
---	---	---	---	---	---

For Winchester City Council official use only
This is not part of the instruction to your Bank or Building
Society **but must be completed by the customer**

Name: _____

Address: _____

Please tick date you wish direct debit to be taken

1st

10th

20th

**IF YOU DO NOT TICK ONE OF THE ABOVE YOUR DIRECT
DEBIT WILL BE TAKEN ON THE 1ST OF THE MONTH.**

Instruction to your Bank or Building Society

Please pay Winchester City 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 Winchester City Council
and if so, details will be electronically passed to my
Bank/Building Society.

Signature(s): _____

Date: _____

Banks and Building Societies may not accept direct
debit instructions for some types of account.

Thank you for selecting to pay your leasehold charges by Direct Debit.

This is a cheaper and more convenient method of payment (see overleaf). If you would like to proceed and pay your charges by this method, you should complete the attached instruction and return to Winchester City Council at the address shown at the top of the form as soon as possible.

Please ensure you write your 7 digit leasehold reference number in the box marked Reference, and the address of your house in the space provided.

Direct Debiting ...

Making it easy

THE MAIN BENEFITS OF DIRECT DEBITING ARE

Direct Debit is the cheapest and most efficient payment method for you and us, and provided you have a bank account you can pay this way; some building societies also operate the scheme.

Once the Instruction is completed it is given to your bank or building society, who will ensure that the appropriate amount is transferred from your account to ours when it is due.

You will be notified in advance of the payments and their due dates, and you will always be able to query a payment should you feel it is wrong, or stop it altogether. You can cancel the arrangement at any time and you can obtain a refund if ever an error is made on your account.

The Main Benefits of Direct Debiting

- No worries about remembering to pay at the right time
- No need to write out and post cheques
- No queuing at cash offices or your bank
- Possible reduction in bank charges
- Your bank or building society does all the work and you stay in control
- No need to make another agreement later
- Time saving

WHAT YOU HAVE TO DO

Simply complete and sign the instruction overleaf and return it to Housing Services.

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

