Important

Please complete the entire form, including the Official Use section, either digitally or using a ballpoint pen. Once completed, please email the form back to us or send it to:

RBKC Housing Management Services
The Town Hall, Hornton Street,
London W8 7NX

HM-Rentincome2@rbkc.gov.uk

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

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Originator's Identification Number

8	3	8	3	3	3

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Postal detail's of your Bank or Building Society

Branch name:

Address:

Post code:

Reference

2

FOR THE COUNCIL'S USE ONLY. This is not part of the instruction to your Bank or Building Society.

Your property address:

Please indicate your preferred payment date each month:

Payment Date: 7th ☐ 15th ☐ 21st ☐ 28th ☐

Please select payment type:

Rent ☐ Parking ☐

Instruction to your Bank or Building Society

Please pay the Royal Borough of Kensington and Chelsea 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 Royal Borough of Kensington and Chelsea and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):*

Date (day/month/year):

* If your account is joined, signatures of both holders are required.

DIR05 Tn – 08 2006

DDI1

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

The Direct Debit Guarantee

DIRECT Debit

The guarantee should be detached and retained by the Payer.

- 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 the Royal Borough of Kensington and Chelsea will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Royal Borough of Kensington and Chelsea 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.