

CITY AND COUNTY OF SWANSEA

DINAS A SIR ABERTAWE



Do you pay your rent by Direct Debit?

If not please read on

Direct Debit is the easiest and most convenient method of paying your rent. By choosing to pay by Direct Debit, you'll never need to worry about missing a payment, writing a cheque or queuing at the Council's cash offices or Post Offices. You can even pay off your arrears by Direct Debit.

To make it even easier to pay by Direct Debit the Council now offers two payment dates each month – the 15th or nearest working day after this date and the last working day of each month – as well as weekly Direct Debits.

You can also pay instalments off your rent arrears by increasing your Direct Debit payment, just complete the extra amount you want to pay and we will do the rest.

Return the form to either your Local District Housing Office or send it to the Central Rents Team, Blaenymaes DHO,
73-89 Ffordd Y Brain, Ravenhill, Swansea, SA5 5ED

Simply choose the date that is most convenient for you, have your bank details ready and complete the instruction overleaf, remembering to include your rent reference number and also remembering to tick the appropriate payment date.

Your rent payments will be debited from your bank account automatically on the due date (or next working day if the due date happens to be on a weekend or bank holiday).

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, The City and County of Swansea will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The City and County of Swansea 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 The City and County of Swansea 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 The City and County of Swansea 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.

CENTRAL RENTS TEAM

73-89 FFORDD-Y-BRAIN, FFORESTHALL, SWANSEA, SA5 5ED

TELEPHONE: 01792 534094 FAX: 01792 534095

Rentsteam@swansea.gov.uk

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



Please fill in the whole form and send it to: City & County of Swansea, Central Rents Team, Blaenymaes DHO, 73-89 Ffordd Y Brain, Ravenhill, Swansea, SA5 5ED							
Name(s) of account holder(s):							
Bank/Building Society account number:							
Branch Sort Code: (top right hand corner of your cheque book)							
		-		-			
Name and full postal address of your Bank or Building Society:							
Rent Reference Number -							
Address of property you want to pay for by Direct Debit:							
Your contact number in case of a query.							
Your E mail address in case of a query.							

Originator's identification number:-					
9	7	1	7	4	4
Banks and Building Societies may not accept Direct Debit instructions for some type of accounts.					
This is not part of your instruction to your Bank or Building Society, but will be used by the Council to set up your Direct Debit. Please indicate with a ✓ either your preferred monthly payment date or the weekly payment option. If you do not tick a box then monthly payments will be claimed on the last working day of each month.					
MONTHLY – Two choices					
15th			Last working day of each month		
WEEKLY					
I also authorise the City & County of Swansea to deduct an additional £_____ by Direct Debit to pay off my current rent arrears					
Instruction to your Bank or Building Society.					
Please pay The City and County of Swansea Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The City and County of Swansea and if so, details will be passed electronically to my Bank/Building Society.					
Signature(s):					
Date:					