

PAYING YOUR COUNCIL HOUSING RENT BY DIRECT DEBIT OR STANDING ORDER

DIRECT DEBIT

In the case of a direct debit the rent is claimed from your bank account on the 1st of each month. After setting up a Direct Debit you will be notified of any changes 14 days before they are due to take place.

The method for calculating your payment is as follows: Your weekly rent, multiplied by rent weeks payable (48), divided by monthly payments (12).

eg If your rent is £40.00 per week, the amount you would pay on a monthly basis is £160.00

STANDING ORDER

Payments can be set up to be taken from your Bank on a weekly, fortnightly, or monthly basis on the day or date that suits you best.

If there are any changes to the amount you should pay you will need to complete a new Standing Order Form.

The method for calculating your payment is as follows: Your weekly rent, multiplied by rent weeks payable (48), divided by the amount of payments, ie 52 for weekly payments, 26 for fortnightly payments and 12 for monthly payments.

ALL RENT PAYMENTS SHOULD BE MADE IN ADVANCE

I would like to pay my rent by Direct Debit / Standing Order
(Please cross out the one you do not wish to use)

NAME _____

ADDRESS _____

POST CODE _____ RENT REFERENCE NO (If known) _____

STANDING ORDERS ONLY

Do you want to pay weekly / fortnightly / monthly
(Please cross out the ones you do not wish to use).

If weekly or fortnightly, what day of the week do you want the money to be taken from your bank:
MON / TUE / WED / THU / FRI (Please cross out the ones you do not wish to use)

If monthly, what date in the month do you wish to pay your rent _____

We will forward the correct forms for you to complete. Please return Direct Debit forms in the envelope provided. Standing Order forms should be sent to your Bank as soon as possible.

Please return this form to Council Housing Services, 38 Cable Street, Lancaster, LA1 1HH
If you have any queries you can contact Neil Marsdin on 01524 582540