

# INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Originators Identification Number

8 5 2 6 8 9



Please complete the whole of this form using a ball point pen and return it to:

Golden Gates Housing Ltd  
Bank House, 88 Sankey Street,  
Warrington  
WA1 1RH

3. Bank/Building Society Account Number

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4. Sort Code

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5. Your Rent Payment Reference Number

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6. Instruction to your Bank or Building Society

Please pay Warrington Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards issued by the Direct Debit guarantee.

I understand that this instruction may remain with Warrington Borough Council and if so details will be passed electronically to my bank/building society account.

1. Name and full postal address of your bank or building society:

To the Manager

.....Bank/Building Society

2. Name(s) of account holder(s)

.....

.....

**NOTE: Banks and Building Societies may refuse to accept instructions to pay direct debits from some types of accounts**

Signature(s) .....

.....

## FOR WARRINGTON BOROUGH COUNCIL TENANT'S USE ONLY

“Golden Gates Housing Ltd manages homes on behalf of Warrington Borough Council”

Please complete 7 and then either 8 or 9.

This is NOT part of the instruction to your Bank or Building Society.

7. Address of property/garage/plot/allotment for which this direct debit instruction refers

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8. Dwelling/garage rents ONLY - preferred payment

Fortnightly

OR Monthly

Please indicate preferred day of the month

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(5th, 10th, 15th, 20th, 25th or 30th)

9. Allotments/Plots/Ground Rent

Quarterly

OR Half Yearly

OR Yearly

If you have any queries on completion of this form please contact Golden Gates DIRECT on 0800 195 9 195

This guarantee should be detached and retained by the Payer

## The Direct Debit Guarantee



- 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 Golden Gates Housing will notify you seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Golden Gates Housing 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.