



Housing Benefit Overpayment Invoice Direct Debit Application Form

THE BETTER WAY TO PAY BY DIRECT DEBIT

Reference (Overpayment Invoice Reference)

Contact our **ACCESSLine** on **03452 777 778** if you want this leaflet translated into Chinese, Urdu, Hindi, Punjabi or Gaelic or in large print, audio or Braille

Name and Address

Angus Council currently operates a monthly Direct Debit Scheme for payment of Housing Benefit overpayments. The monthly amounts are automatically deducted from your bank/building society account on a date agreed by you.

We offer a choice of dates to pay to suit your budget. Simply complete the instruction below and select your preferred payment date.

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

Please fill in the whole form including official use box using a ball point pen and send to:

**Head of Corporate Improvement and Finance
Angus Council
PO Box 6621
Bruce House
Wellgate
Arbroath
DD11 9AX**

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
Address	
Postcode	

Reference (Overpayment invoice reference)

Service user number

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This is not part of the instruction to your bank or building society.

Please tick your preferred payment date:

1st ☐ 9th ☐ 16th ☐ 24th ☐

Instruction to your bank or building society

Please pay Angus 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 Angus Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Angus Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Angus 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 Angus 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 full refund you are not entitled to, you must pay it back when Angus 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.

