



PLEASE FILL IN THE FORM USING A BALL POINT PEN
AND RETURN TO THE ADDRESS OVERLEAF →

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

allpay Limited Re:
Ealing Council Fortis
et Fides
Whitestone Business Park, Whitestone,
Hereford. HR1 3SE

Service User Number

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Name(s) of Bank Account Holder(s).

Please complete your Address and Telephone Number.

This is not part of the instruction to your Bank or Building Society. For allpay Limited Re: Ealing Council official use only.

Address	
Postcode	
Telephone	Ref: «TencyRef»

Bank/Building Society Account Number.

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Bank Sort Code.

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Name & full postal Address of your Bank or Building Society.

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society.

Please pay allpay Limited Re: Ealing 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 allpay Limited Re: Ealing Council and, if so, details will be passed electronically to my Bank or Building Society.

Signatures
Date

Reference

E	A	L	R
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Banks and Building Societies may not accept Direct Debit Instructions on some types of Account

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, allpay Limited Re: Ealing Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request allpay Limited Re: Ealing 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 allpay Limited Re: Ealing 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 refund you are not entitled to, you must pay it back when allpay Limited Re: Ealing 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.

Direct Debit Payment Details

Tenancy Reference Number	«TencyRef»		
Preferred Date of 1st Payment		Frequency of Payment (please tick one)	Weekly <input type="checkbox"/>
			Fortnightly <input type="checkbox"/>
			Monthly <input type="checkbox"/>
Account Details:			
Name: «CorrName1»			
Address:			
«CAddr1»			
«CAddr2»			
«CAddr3»			
«CAddr4»			
«CAddr5»			
Postcode: «CPC»			

PLEASE RETURN TO:

Payments will be collected on behalf of:

**EALING COUNCIL
CENTRAL RENTS TEAM
PO BOX 68288
PERCEVAL HOUSE
14 - 16 UXBRIDGE ROAD
LONDON
W5 9NE**

