

**ARUN DISTRICT COUNCIL**

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT  
Please complete in Black Ink Sections 1-8 and return signed form to contact details below.

**For Arun District Council use only.**

Sections 1 and 2 do not form part of the Instruction to your Bank or Building Society.



<b>Name of Person liable to pay:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email:</b>			
<b>This Direct Debit relates to the LEASEHOLD CHARGES at the following Property: -</b>			
<b>2. Your monthly payment date will be:</b>		<sup>20<sup>th</sup></sup> of Month	

<b>3. Name and Full Address of Bank/Building Society:</b>		<b>Originator's Identification Number</b> <b>948979</b>	
		<b>Instruction to your Bank or Building Society</b> Please pay Arun District Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I Understand that this Instruction may remain with Arun District Council and, if so, details will be passed electronically to my Bank/Building Society.	
<b>4. Name(s) of Account Holder(s)</b>		<b>8. Signature(s)</b>	
<b>5. Sort Code</b>		<b>9. Date</b>	
<b>6. Account Number</b>			
<b>7. Payment Reference Number</b>	9000_ _ _ _ _		

**This Guarantee should be detached and retained by the payer**

This Guarantee is offered by all Bank 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.  
Protected by your own Bank or Building Society.  
If the amounts to be paid or the payment dates change, Arun District Council will notify you 10 working days in advance to your account being debited or as otherwise agreed. If an error is made by Arun District Council 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.

**CONTACT DETAILS**

Arun Housing Services  
Civic Centre, Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

**ATTN: LEASEHOLD ACCOUNTS**

**Website: [www.arun.gov.uk](http://www.arun.gov.uk)**  
**E-mail: [leasehold@arun.gov.uk](mailto:leasehold@arun.gov.uk)**  
**Tel: (01903) 737500**