



**GREAT YARMOUTH**  
COMMUNITY HOUSING

# Instructions to your Bank or Building Society to pay by Direct Debit

Great Yarmouth Community Housing  
Greyfriars House  
Greyfriars Way  
Great Yarmouth  
Norfolk  
NR30 2QE



**Please fill in the whole form and send it to:**

The Rents Section, Great Yarmouth Community Housing,  
Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk NR30 2QE

Name(s) of account holder(s)

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Originator's Identification Number

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Please enter the address of the Council property for which the rent is to be paid (This is not part of the instruction to your Bank or Building Society)

Bank or Building Society Account Number

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Branch Sort Code

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Name(s) of account holder(s)

To: The Manager	Bank/Building Society																
Address																	
Post Code																	
Account which is to be credited.																	
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Payment Date (please tick):  1st  15th

Old style payment number (for reference only).

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**Instructions to your Bank or Building Society**

Please pay Great Yarmouth Community Housing 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 Great Yarmouth Community Housing and if so, details will be passed electronically to my Bank/Building society.

Signature(s)
Date

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 Great Yarmouth Community Housing will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Great Yarmouth Community 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.

### Payment of rent by Direct Debit

- ◆ It is **convenient**.
- ◆ **No more queues** at the Post Office or the Council Offices.
- ◆ Regular monthly deductions direct from your bank allows you to plan your budget.
- ◆ Any changes are automatically notified to you at least 14 days prior to the next collection.
- ◆ Payments taken directly from your bank.

If you are still not sure, just keep this form with the Direct Debit form printed overleaf. You may wish to reconsider the next time you are in a hurry and there is a large queue at the Post Office or the Council Offices.

If you decide Direct Debit is for you, please complete and return the form overleaf.

If you have any questions regarding the Direct Debit Scheme, please contact the Rents Section on 846233.

**If you already pay Direct Debit,  
then please ignore this section**

### Payment of rent by Direct Debit

All tenants are strongly recommended to take out household insurance. The Contents Insurance Scheme, which is provided by Aviva, offers tenants the opportunity of insurance cover at low cost. As it is payable weekly with your rent you need not pay large premiums in advance.

The cost is 11p per £1,000 insured, plus tax. The minimum amount insured is £9,000 (£6000 for OAP's).

Any enquiries regarding the scheme should be made to the Rent Section, telephone 846170.

If you are already on the insurance scheme, then please check you have sufficient cover!

Cost of insurance - these costs include	Sum insured	Weekly cost	} O.A.P. Premiums
Insurance Premium	£6,000	£0.69	
Tax at 5%	£7,000	£0.80	
	£8,000	£0.91	
	£9,000	£1.03	
	£10,000	£1.14	
	£11,000	£1.25	
	£12,000	£1.36	
	£13,000	£1.48	
	£14,000	£1.59	
	£15,000	£1.71	
	£16,000	£1.82	
	£17,000	£1.93	
	£18,000	£2.05	
	£19,000	£2.16	
	£20,000	£2.28	
	£21,000	£2.39	
	£22,000	£2.50	
	£23,000	£2.62	
	£24,000	£2.73	
	£25,000	£2.85	