



Application to pay for Residential/Nursing Care by Direct Debit

ABC

Do you want to

Avoid queues & reminders

Be in control

Then

Choose to pay by Direct Debit

Charges for residential accommodation are raised on a 4 weekly basis. To pay by Direct Debit simply complete the instruction on the reverse of this leaflet and send to:

Adult Residential Services

Nottingham City Council

LH Box 1

Loxley House

Station Street

Nottingham NG2 3NG

or telephone **(0115) 876 3672** for further information. Detach and keep the Direct Debit Guarantee for your information.

Adult Residential Services

Reference Number (to be completed by Nottingham City Council)

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Service User Number

2	9	3	7	1	6
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Frequency of Payment: **4 Weekly**

System Ref No: (For office use only)

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Please fill in areas 1 to 6 and send to:

Adult Residential Services
Nottingham City Council
LH BOX 1
Loxley House, Station Street
Nottingham
NG2 3NG

1. Name(s) of Account Holder(s):

2. Bank/Building Society Account Number

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3. Bank/Building Society Sort Code

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4. Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
	Postcode

5. Instruction to your bank or building society

Please pay Nottingham City 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 Nottingham City Council and if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date

This information is to be provided for the benefit of Nottingham City Council and is not part of the instruction to your bank or building society

6. Name of person in care

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Banks and Building Societies may not accept Direct Debit instruction from 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, Nottingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham City 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 Nottingham City 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 Nottingham City 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.