



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Somer Community Housing Trust
The Maltings, River Place
Lower Bristol Road
Bath
BA2 1EP

Name(s) of account holder(s)

Bank / building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To the Manager	Bank / building society
Address	
Postcode	

Reference (rent account number)

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Service user number

4	1	8	1	2	1
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Please tick which payment date you would like (one box only)

<input type="checkbox"/> 1st of month	<input type="checkbox"/> 8th of month
<input type="checkbox"/> 15th of month	<input type="checkbox"/> 22nd of month

FOR SOMER COMMUNITY HOUSING TRUST OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Property address

Instruction to your bank or building society

Please pay Somer Community Housing Trust 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 Somer Community Housing Trust 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 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 Somer Community Housing Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Somer Community Housing Trust 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 Somer Community Housing Trust 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 Somer Community Housing Trust 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.



By Direct Debit

Just complete and return the Direct Debit instruction overleaf. We will work out how much your monthly payment will be and then write to you to confirm this.



At local shops

There are a large number of outlets throughout the country where you can pay your rent, in fact anywhere that you see one of these symbols. Remember to take your rent swipe card with you when using any of these services. Please allow three working days for your payment to reach us.



At the Post Office (cash or cheque)

You will need to take your rent swipe card with you when you use this service. If paying by cheque please make it payable to 'Post Office' and write your rent reference number on the back. Please allow three working days for payment to reach us.



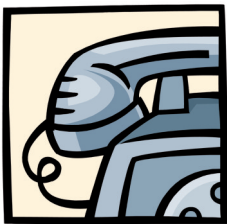
By standing order

You can set up a weekly or monthly standing order to pay your rent directly from your bank or building society account. If you want to pay this way, please contact the Rents Team on 01225 366172 and we will send you the necessary forms for you to take to your bank.



Online

Log on to www.allpay.net and click on the 'make a payment' link. You can then register to pay your rent online. You will need your rent swipe card and a debit card. Please note that we do not accept credit card payments via this method.



By telephone (credit/debit card)

Call **0844 5578321** and follow the step-by-step instructions. You will need your rent swipe card and your credit or debit card ready when you make the call. This call is charged at the national rate.



By post (cheque only)

Send your payment by post (address overleaf). Please make cheques payable to 'Somerset Community Housing Trust' and write your rent reference number on the back. Please allow seven days for payment to reach us. Please do not post date cheques.

Payment schedule

Wk	Due date	For your notes
1	04/04/11	
2	11/04/11	
3	18/04/11	
4	25/04/11	
5	02/05/11	
6	09/05/11	
7	16/05/11	
8	23/05/11	
9	30/05/11	
10	06/06/11	
11	13/06/11	
12	20/06/11	
13	27/06/11	
14	04/07/11	
15	11/07/11	
16	18/07/11	
17	25/07/11	
18	01/08/11	
19	08/08/11	
20	15/08/11	
21	22/08/11	No payment due unless in arrears
22	29/08/11	No payment due unless in arrears
23	05/09/11	
24	12/09/11	
25	19/09/11	
26	26/09/11	
27	03/10/11	
28	10/10/11	
29	17/10/11	
30	24/10/11	
31	31/10/11	
32	07/11/11	
33	14/11/11	
34	21/11/11	
35	28/11/11	
36	05/12/11	
37	12/12/11	
38	19/12/11	No payment due unless in arrears
39	26/12/11	No payment due unless in arrears
40	02/01/12	
41	09/01/12	
42	16/01/12	
43	23/01/12	
44	30/01/12	
45	06/02/12	
46	13/02/12	
47	20/02/12	
48	27/02/12	
49	05/03/12	
50	12/03/12	
51	19/03/12	
52	26/03/12	

Need to know your account balance? Call 01225 366172 or 366173.