

**St Aldate's Chambers**  
 109 – 113 St. Aldate's  
 Oxford OX1 1DS  
 Switchboard: 01865 249811

www.oxford.gov.uk



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



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

Freepost – OXFORD CITY COUNCIL

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 or Building Society
Address
Postcode

Originator's Identification Number

9	7	1	5	9	4
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Your account number number starting 9 or 1

\_\_\_\_\_

FOR OXFORD CITY COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society  
**Please tick which payment frequency you prefer:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5<sup>th</sup>      15<sup>th</sup>      LWD      4 wkly

**Instruction to your Bank or Building Society**

Please pay Oxford 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 Oxford City Council 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 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 date changes, Oxford City Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Oxford City 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.