



Chief Executive: Ian Lycett

Housing Services  
Town Hall, High Street,  
GOSPORT, Hampshire  
PO12 1EB

(023) 9258 4242

Leaseholder Charges: (023) 9254 5320

Please ask for: Tom Hands

Email: [leaseholders@gosport.gov.uk](mailto:leaseholders@gosport.gov.uk)

Date as Postmark

Dear Sir/Madam

If you wish to pay for your leaseholder service charges or building insurance premium by Direct Debit **please complete all shaded areas** and return the form to the Housing Department. Please contact this office on the above telephone number, if you have any queries concerning Direct Debit and see overleaf for your Direct Debit guarantee, which you should retain for future reference.

Yours faithfully  
Housing Finance

(This information is to be used by Gosport Borough Council only)

Monthly

Tick only one box for chosen payment date:

1<sup>st</sup>

15<sup>th</sup>

Please fill out your leasehold details below:		Please fill out your home address <b>if different</b> :	
Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	



**Instruction to your Bank or  
Building Society to Pay by Direct  
Debits**



Please complete form and return to:  
Housing Finance, Gosport Borough Council, Town Hall, High Street, GOSPORT, Hants, PO12 1EB

**Name and full postal address of your Bank or Building Society**

The Manager.....Bank/Building Society

Address:.....

.....

.....Postcode.....

**Bank Sort Code**

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**Bank or Building Society Account  
Number**

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Name(s) of Account Holder(s)
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**Originators Identification  
Number**

6 5 7 6 3 1

**Gosport Borough Council Reference No**

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Instruction to your bank or Building Society. Please pay Gosport Borough 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 the originator mentioned above and if so, details will be passed on electronically to my Bank/Building Society.

Signature(s)	Date(s)
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



### **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 Gosport Borough Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Gosport Borough 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 Gosport Borough 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 Gosport Borough 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.

**Data Protection-**The Council may use Housing Information internally for legitimate purposes, such as collection of debts.