

**Direct Services**

The Garage Team, Horspath Road,  
Cowley, Oxford OX4 2RH

**T:** 01865 335717/335447    **F:** 01865 776563

**E:** garages@oxford.gov.uk



www.oxford.gov.uk



Dear Rent Payer,

## PAYING YOUR GARAGE RENT BY DIRECT DEBIT

Paying by **DIRECT DEBIT** will save you considerable time and effort and has many advantages: there are no cheques to write; no paperwork or postage; and there's no queuing because **Oxford City Council** can arrange payments for you with your Bank or Building Society.

**Direct Debit** is safer than cash and you have a **MONEY BACK GUARANTEE** (see over).

To pay by **Direct Debit**, simply complete the instruction below, and choose which date in the month you prefer: 5th or 15th and return it to me **FREEPOST**, no stamp required.

Yours faithfully,

Graham Stratford, Head of Housing and Communities

### Instruction to your Bank or Building Society to pay your garage rent by Direct Debit

Please fill in the whole form and send it to the address overleaf

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

To: The Manager
Bank or Building Society
Address
Postcode

Name(s) of account holder(s)	
Address of Garage	

For OCC official use only. This is not part of the instruction to your Bank or Building Society. Please tick which date in the month you prefer:  5th  15th

**Originator's Identification Number**

9 7 1 5 9 4

**Branch sort code** (from the top right hand corner of your cheque)

**Bank or Building Society Account number**

**Oxford City Council reference number** 9 0 0 0

**Instruction to your Bank or Building Society**  
Please pay Oxford City Council Direct Debits from the account detailed on 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



# THE ADVANTAGES OF DIRECT DEBIT

- The **DIRECT DEBIT** Guarantee
- You can forget queues, cheques, stamps
- You remain in control
- It's paid monthly but you only sign one form and your bank or building society does the rest
- You don't have to remember when to pay, the Council organises the payment for you
- Your rent account is credited immediately unlike other methods which can take up to 10 days

Collecting your rent by **DIRECT DEBIT** is much more efficient and cheaper for the Council which benefits all Council tenants.

## PLEASE KEEP THIS IN A SAFE PLACE

### 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, 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.

PLEASE CUT ALONG DOTTED LINE AND PUT IN AN ENVELOPE

Please return to:

Oxford City Council  
Garage Team, Direct Services  
**FREEPOST**  
P.O. Box 10  
Oxford OX1 1BR

Form fields for return address and account details, including sections for 'To: The Manager', 'Bank or Building Society', 'Address', 'Postcode', 'Name(s) of account holder(s)', and 'Address of Garage'.