

## REQUEST TO PAY RENT BY DIRECT DEBIT

If you wish to use the Direct Debit Scheme, please complete the following section(s).

I wish to pay my rent by Direct Debit, I have signed and returned a completed Direct Debit Instruction.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RENT REFERENCE: \_\_\_\_\_  
(This appears on the bottom left hand corner of your Allpay card)

Complete this section only if you have a Council garage.

NAME: \_\_\_\_\_

ADDRESS OF GARAGE: \_\_\_\_\_

GARAGE REFERENCE: \_\_\_\_\_  
(This appears on the bottom left hand corner of your Allpay card)

Preferred date in the month for collection?      1<sup>st</sup> ☐      8<sup>th</sup> ☐      15<sup>th</sup> ☐

Do you currently pay your rent by Standing Order?      YES ☐      NO ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form together with your completed Direct Debit Instruction (both parts) to the Finance Team, at the address below:-**

High Peak Borough Council  
Buxton Town Hall, Market Place, Buxton, Derbyshire SK17 6EL  
Phone 0845 129 8075 or 01298 28430    Textphone 0845 129 4876  
[www.highpeak.gov.uk](http://www.highpeak.gov.uk)