
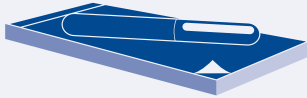








# HOW DO YOU PAY YOUR RENT?

The Finance Department would like to take this opportunity to remind you of the various ways it is possible to pay your rent

<b>Direct Debit</b>  1st or 15th of month	<p>You need to fill in the appropriate form and return it to us. After that you need do nothing.</p> <p>We change the amount of the payment when necessary and there are no other forms to complete.</p> <p>Please contact the Finance Department if you wish to pay this way.</p>
<b>Standing Order</b> Weekly, fortnightly or monthly	<p>You need to fill in the appropriate form and send it to your bank.</p> <p>However, when rents change, a new form needs to be completed.</p> <p>Please contact the Finance Department if you wish to pay this way.</p>
<b>Cheque</b> 	<p>Your cheque should be made payable to Chevin Housing Association Ltd. and sent to the Wakefield Head Office address.</p> <p>We will not normally issue a receipt. However, if you do require a receipt, please let us know.</p>
<b>Cash</b> 	<p>We will always give you a receipt for cash paid. For security reasons though please do not send cash through the post. Cash can be paid in at any Area Office or at the Post Office using your Allpay card.</p>
<b>Allpay card</b> 	<p>These can be used at any Post Office and many other outlets to pay your rent or other charge. The counter staff issues a receipt to you. You should have been issued with an Allpay card when you started your tenancy but if you do not have one please contact your Housing Officer.</p>
<b>By telephone</b> 	<p>Your Allpay card also allows you to pay over the phone using your Debit card. The number to call is 0870 770 0472. An automated system takes you through the process – please have your Allpay card and your Debit card to hand.</p>
<b>Online</b> 	<p>Make a payment online by Debit card. Log onto <a href="http://www.allpayments.net">www.allpayments.net</a> and follow the step by step guide.</p>
<b>By mobile phone</b> 	<p>Make a payment by Mobile Phone. Log onto 'allpayments.text' and follow the procedure to register your mobile phone. Once registered you can make a payment anytime, anyplace, anywhere!</p>
<b>Internet Banking</b> 	<p>If your current bank allows you to pay this way, then we can accept these payments as well.</p> <p><b>Please contact the Finance Department for the required details.</b></p>

If you have any queries about these methods of payment please speak to John Spencer in the Finance Department at Harrison Street on telephone number 0845 2701088 who will be pleased to assist in any way he can.

Finally, **if you are having any difficulties at all in paying your rent**, then please contact your Housing Officer to discuss your situation.