

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in **all** the shaded areas below and send the form to: **Charnwood Borough Council, Council Offices, Landlord Services, Southfields Road, Loughborough, Leics, LE11 2TN**

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Service User Number

6	4	7	8	9	0
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Reference Number (which is your tenancy number)

8	0						
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Instruction to your Bank or Building Society

Please pay Charnwood Borough Council Direct Debits from the account detailed in this Instruction subject the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with Charnwood Borough Council, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Signature(s)	
Date	


The information you give in this section below is for use by Charnwood Borough Council only and is not part of the Instruction to your Bank or Building Society – do not detach 

Your name and address

Address of property rented (if different)

Please tick which dates you would like your direct debit to be taken

8th 15th 25th Or weekly on a Tuesday

This section is for you to detach and retain if you wish 

The 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 Charnwood Borough Council will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Charnwood 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 Charnwood 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 Charnwood 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.