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

Please fill in the whole form including official use box using a ball point pen and send it to:

Bournemouth, Christchurch and Poole Council
Revenue & Benefits Services
(Non-Domestic Rating)
Town Hall
St Stephens Road
Bournemouth
BH2 6EB

Originator Identification Number

| 5 | 9 | 9 | 2 | 8 | 7 |
|---|---|---|---|---|---|

For Bournemouth, Christchurch and Poole Council Use.
This is not part of the instruction to your Bank or Building Society

**HOW DO YOU WANT TO PAY? (PLEASE CIRCLE)**

MONTHLY 10 INSTALS; MONTHLY 12 INSTALS

HALF-YEARLY YEARLY

**PREFERRED PAYMENT DATE** (Please tick) ☐ **1ST** ☐ **15TH**

THIS SECTION FOR OFFICE USE ONLY

REF:

Date Passed to Bank: Initials

Names(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Name and full postal address of your Bank or Building Society

To the Manager

Address Bank or Building Society

Postcode

Reference

**Instruction to your Bank or Building Society**
Please pay Bournemouth, Christchurch and Poole Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bournemouth, Christchurch and Poole Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

✂ ----------

**This guarantee should be detached and retained by the payer.**

## 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 Bournemouth, Christchurch and Poole Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bournemouth, Christchurch and Poole 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 Bournemouth, Christchurch and Poole 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 Bournemouth, Christchurch and Poole 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.