

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

Please complete the whole form and send it by post to :

The Rents Section
 Bolsover District Council
 Riverside Depot
 Mansfield Road
 Doe Lea
 Derbyshire S44 5NY

Originators Identification Number

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Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Your Name and Address

Instruction to your Bank /Building Society.
 Please pay Bolsover District 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 Bolsover District Council and if so details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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Originators Reference - Rent Reference Number

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

FOR BOLSOVER DISTRICT COUNCIL'S OFFICIAL USE ONLY	
This is not part of the Instruction to your Bank / Building Society.	
THERE ARE 6 DATES AVAILABLE FOR DIRECT DEBIT PAYMENTS.	
CHOOSE ONE OF THE DATES BELOW BY TICKING THE APPROPRIATE BOX.	
N.B. IF YOU DO NOT SELECT A DATE, PAYMENTS WILL BE TAKEN ON FIRST AVAILABLE DATE.	
1 st <input type="checkbox"/>	15 th <input type="checkbox"/> 27 th <input type="checkbox"/> Last Friday of the month <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/>



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 Bolsover District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bolsover District 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 Bolsover District 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 Bolsover District 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 of the cancellation.

**TAKE THE STRAIN OUT OF
PAYING YOUR RENT.
PAY IT THE EASY WAY –
BY DIRECT DEBIT.**



IF YOU HAVE A BANK OR BUILDING SOCIETY ACCOUNT
THEY WILL DO THE WORK FOR YOU.
IT'S SECURE, GUARANTEED BY THE
BANKS AND BUILDING SOCIETIES
NO WORRIES ABOUT REMEMBERING TO PAY AT THE RIGHT TIME
NO NEED TO WRITE OUT CHEQUES
LESS TIME SPENT IN QUEUES
NO WAITING IN FOR THE RENT COLLECTOR TO CALL
ARE YOU INTERESTED? – YOU SHOULD BE
THE COUNCIL CAN NOW OFFER YOU A CHOICE OF 6 DIFFERENT
PAYMENT DATES FOR DIRECT DEBIT MAKING IT EVEN
EASIER TO PAY THIS WAY.

- 1 – 1st OF THE MONTH 2 – 15th OF THE MONTH
3 – 27th OF THE MONTH 4 – LAST FRIDAY OF THE MONTH
5 – EVERY FORTNIGHT ON A FRIDAY OF THE EVEN WEEK (I.E. WEEK NOS 4, 6, 8 ETC)
6 – EACH WEEK ON A FRIDAY

SIMPLY CHOOSE THE DATE THAT IS MOST CONVENIENT TO YOU,
COMPLETE THE FORM OVERLEAF AND RETURN TO THE COUNCIL AT THE
ADDRESS SHOWN.

When completed please return this form to:

By post only to:

Rents Office
Riverside Depot
Mansfield Road
Doe Lea
Derbyshire S44 5NY

or by hand or post to any of our Contact Centres



All personal information provided to Bolsover District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given and will not be shared with any other Council department or third party organisation. The information provided will be held electronically and kept secure at all times. It may be shared with other council departments and agencies such as the Audit commission or other local authorities for data matching purposes.

EQUALITIES STATEMENT This document is available in large print and other formats from any of the Council Offices or by contacting the Neighbourhood Directorate on 01246 593064. Please bear in mind we will need a few days to arrange this facility. If you need help to read this document please do not hesitate to contact us.