



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:

Poole Housing Partnership
Beech House
28-30 Wimborne Road
Poole
BH15 2BU

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To the Manager	Bank/building society
Address	
Postcode	

Reference

Service User Number

FOR BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society
Please note that Poole Housing Partnership work together with Bournemouth, Christchurch and Poole Council in the provision of Direct Debit Services to residents.

Property address:

How would you like to pay?

Direct Debits are made monthly, either on the 1st or 10th, or the nearest working day thereafter. Please indicate which payment date you prefer:

- 1st of the month
- 10th of the month

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.

Date:

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

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 5 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