

*Instruction to your bank or building society to pay Direct Debit*



Please fill in the whole form using a black pen and send it to:

**CBC Customer Service Centre, 85 New Square,  
P.O. Box 100, Chesterfield, S40 1SN**

Name and full postal address of your bank or building society


Name(s) of account holder(s)


Bank or building society account number

--	--	--	--	--	--	--	--	--	--

Bank sort code

--	--	--	--	--	--

Service user number

2	5	0	9	0	8
---	---	---	---	---	---

(Rent/careline/garage) Payment reference

--

**Instruction to your bank or building society**

Please pay Chesterfield Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee.

I understand that this instruction may remain with Chesterfield Borough Council and if so, details will be passed electronically to my bank or building society.

Signature(s):


Date:

--

**Banks and building societies may not accept Direct Debit instructions for some types of account.**

This is not part of the instruction to your bank or building society and must be detached by Chesterfield Borough Council before submission to the paying bank.

*Tick the appropriate boxes below, and fill in your name and address*

How often would you like to pay your rent/other charges?

Weekly - every Friday  Monthly

If monthly, on which day of the month would you like to pay?

1st  10th  20th

Your name
Property address

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, Chesterfield Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If you ask us to collect a payment, we will confirm the amount and date with you at the time of request.
- If we or your bank or building society make an error during the payment of your Direct Debit, you will get a full and immediate refund.
- If you receive a refund you are not entitled to, you must pay it back when Chesterfield 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.