

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, Rossendale Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rossendale 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 Rossendale 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 Rossendale 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.

Please fill in all the shaded areas below and overleaf where applicable. Cut along the dotted line above and retain the guarantee for your information. Return the whole of this portion of the form to Rossendale Borough Council. The information you give in the first section is for use by Rossendale Borough Council only and not part of your Instruction to your Bank or Building Society.

Business name and contact address

Address of Property to which business rates relates

Please tick preferred monthly payment date:

1st		8th		15th		22nd
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Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in all shaded areas below and send the form to: Rossendale Borough Council, PO Box 104, Futures Park, Bacup OL13 0BB

Name and full postal address of your Bank or Building Society

To the Manager

Bank /
Building
Society

Address

Originator's Identification Number

9	5	8	5	4	4
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Instruction to your Bank or Building Society

Please pay Rossendale Borough 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 Rossendale Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Bank Account Holder(s)

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Business Rates account reference

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Bank/Building Society Account Number

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Bank Sort Code

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Signature(s)	
Date	
Phone No.(day)	

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