



# 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:

Rotherham Metropolitan Borough Council  
Housing Services  
Riverside House, Floor 2B  
Main Street  
Rotherham  
S60 1AE

**Service User 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 or Building Society:**

To: The Manager	Bank/Building Society
Address	
Postcode	

**Reference (Leasehold Account Number):**

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FOR Rotherham Metropolitan Borough Council OFFICIAL USE ONLY  
This is not part of the instruction to your bank or Building Society

**Please Select a Payment Frequency:**

1<sup>st</sup> of Month       12<sup>th</sup> of Month

24<sup>th</sup> of Month

Your Leasehold Property Address:

Post Code

Your Contact Telephone Number:

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**Instruction to your Bank/Building Society:**

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

Signature(s)
Date

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

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