

Please fill in the whole form and send it to:
Rossendale Borough Council, Financial
Services, The Business Centre, Futures
Park, OL13 0BB.

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

Service user number

To: The Manager	Bank/building society
Address:	
Postcode:	

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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 account holder(s)

Bank/building society account number

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Branch sort code

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Reference (Office Use)

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Signature(s)
Date:

DDI4

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 Rossendale Borough Council before submission to the paying bank.

Full Name:	Tel:	Email:
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Address to collect garden waste from:	Postcode:
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Contact Address, if different:	Postcode:
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How many bins do you currently have for garden waste? (brown bins):		If more than one, how many bins are you paying for collection?	
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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.