



# Instruction to your Bank or Building Society to pay by Direct Debit

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

Blackpool Coastal Housing Ltd on behalf of:  
 Blackpool Borough Council  
 Progress House  
 Clifton Road  
 BLACKPOOL  
 FY4 4US

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 5 | 6 | 5 | 0 | 9 |
|---|---|---|---|---|---|

Your Rent Reference 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        |                       |

FOR BLACKPOOL BOROUGH COUNCIL  
 OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society

I would like my Direct Debit payment to be made on the:

1<sup>st</sup>  
 15<sup>th</sup>

of each month

Instruction to your Bank or Building Society

Please pay Blackpool 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 Blackpool Coastal Housing Ltd. 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 from some types of account

This guarantee should be detached and retained by the Payer

- This Guarantee is offered by all Banks or Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Blackpool Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Blackpool 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 Blackpool 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 Blackpool 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.