

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:

**Cornwall Council  
Cornwall Housing  
Chy Trevail  
Beacon Technology Park  
Bodmin  
Cornwall  
PL31 2FR**

Service User Number

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This is not part of the instruction to your Bank or Building Society.

I wish to pay my Rent:  
(please tick relevant box)

- 1<sup>st</sup> of Month**
- 16<sup>th</sup> of Month**
- Weekly (collected each Wednesday)**
- Fortnightly (collected on a Wednesday)**

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

**NB:** if you fail to specify your preferred date we will use the 1<sup>st</sup> of the month

**Instruction to your Bank or Building Society**

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

Address	Signature(s)
Postcode	Date

Reference Number

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

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