



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

6 9 4 3 6 3

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	Signature(s)
Postcode	Date

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

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

- | | |
|---|--|
| <input type="checkbox"/> 1st of Month | <input type="checkbox"/> 8th of Month |
| <input type="checkbox"/> 16th of Month | <input type="checkbox"/> 23rd of Month |
| <input type="checkbox"/> Weekly (collected each Wednesday) | |
| <input type="checkbox"/> Fortnightly (collected on Wednesdays) | |

NB: if you fail to specify your preferred date we will use the 1st 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.

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.