BOROUGH OF BARROW IN FURNESS
www.barrowbc.gov.uk

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

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

Barrow Borough Council
Housing Department
Town Hall
Duke Street
Barrow-in-Furness
Cumbria LA14 2LD

Originator's Identification Number

2	4	3	0	8	0

Your Property/Payment Reference number

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager   Bank/Building Society

Address

Postcode

This is not part of the instruction to your Bank or Building Society
I would like my Direct Debit payment to be made on: (tick ONE only)

☐ Monthly – specify payment date ……………

☐ 2 weekly (Thursdays) - specify 1ˢᵗ payment

date …………………………………………..

☐ 4 weekly (Thursdays)

Instruction to your Bank or Building Society
Please pay Barrow 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 Barrow-in-Furness 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 from some types of account

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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 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, Barrow-in-Furness Borough Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Barrow-in-Furness 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 Barrow-in-Furness 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 Barrow-in-Furness 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

Application to pay rent and/or water rates or service charge by Direct Debit

Thank you for making an application to pay your rent and/or water rates or service charge by Direct Debit, please complete the Direct Debit mandate form overleaf and detail below and return it to:
Housing Department, Town Hall, Duke Street, Barrow-in-Furness, LA14 2LD

Name   --

Address of Property   --

Daytime Telephone Number/s   --

E-mail Address   --

Which Direct Debit payment date would you prefer? (Please tick one box only)

Monthly ☐   2 weekly ☐   4 weekly   ☐
Specify payment date ……   Specify preferred 1st payment date …….………….

*Please note that we need at least **14 days** between the date that we receive the Direct Debit form and the date of the first payment to allow your bank to process your Direct Debit instruction*

Please ensure that you keep sufficient funds in your bank/building society account to meet your Direct Debit payments

You may be liable for bank charges if there is insufficient money in your bank account to enable the direct debit payment to be made

If your Direct Debit payment fails twice, the Direct Debit agreement will be cancelled

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If you would like help completing the application forms, please contact the Housing Department on 01229 876478