



Bolton Council

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:

**Bolton Metropolitan Borough Council
Accounts Receivable
P.O. Box 4
Town Hall
BOLTON BL1 1YZ**

Service User Number (SUN)

9 7 3 2 6 9

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building

To: The Manager Bank/Building Society

Address

Postcode

Reference

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

**To be completed by the customer
Preferred Date of Collection-tick ONE
box only**

10th 25th

(NB: The 10th will be used if you fail to tick a box)

Telephone No (in the event of queries)

Instruction to your Bank or Building Society

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

Signature(s)

Date

DD11

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.

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, Bolton Metropolitan Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bolton Metropolitan Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Bolton Metropolitan 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 Bolton Metropolitan Borough Council asks you to.
- You can cancel a Direct Debit at any time simply contacting your Bank or Building Society. Written confirmation may be required, please also notify us.