

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:

Debit Control Section
Bolton at Home
98 Waters Meeting Road
Bolton
BL1 8SW

Service user 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 _____

Reference

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For Bolton at Home official use only.

This is not part of the instruction to your bank or building society.

This form is to be used for payment of rent and other housing charges only.

Preferred payment date/frequency.
(Please tick either monthly or weekly).

Monthly

Please choose a date between 1st and 28th

Weekly (Friday)

Address for which payments are to be made:

Instruction to your bank or building society

Please pay Bolton at Home 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 at Home 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. DDI1

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 at Home will notify you TEN working days in advance of your account being debited or as otherwise agreed. If you request Bolton at Home 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 Bolton at Home 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 at Home asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.