

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

1 Please fill in this instruction, sign and return to:  
**landlords@burnley.gov.uk** or post to:  
**Housing & Development, Town Hall,  
Manchester Road, Burnley BB11 9SA**

2 Service user number 

2	7	8	8	4	8
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Bank or Building Society account number 

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Sundry account number 

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3 To the Manager  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Bank / Building Society  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Name of Account holder(s)  
\_\_\_\_\_

Branch Sort Code 

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**Instruction to your Bank or Building Society**

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

7 Signature(s)  
\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

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

4 Please state your address.  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_ Phone \_\_\_\_\_

5 Please also tick  your preferred payment date.  
1st  7th  16th  23rd  30th   
or weekly on a Friday

6 Please state the address of your Selective Licence property  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

This section about your address and choice of date is not part of the instruction to your Bank or Building Society



**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, Burnley Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Burnley 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 Burnley 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 that you are not entitled to, you must pay it back when Burnley 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.