



**Westmorland
& Furness
Council**

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:

Westmorland and Furness Council Housing Department Town Hall Duke Street Barrow-in-Furness Cumbria LA14 2LD
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Originator's Identification Number

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Your Property/Payment Reference 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	

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 Westmorland and Furness 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 Westmorland and Furness 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

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, Westmorland and Furness Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Westmorland and Furness 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 Westmorland and Furness 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 Westmorland and Furness 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.



**Westmorland
& Furness
Council**

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 (Thursdays) 4 weekly (Thursdays)
Payment date Preferred 1st payment date 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

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