



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



Please fill in the whole form including official box using a ball point pen and send to:

**Blackburn with Darwen Borough Council  
Housing Standards - Floor N  
Town Hall  
Blackburn  
BB1 7DY**

Originator's Identification

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Blackburn with Darwen Borough Council details  
This is not part of the instructions to your Bank or Building Society

**Selective Licensing**

Name(s) of Account Holder(s)

Two empty boxes for account holder name

Bank/Building Society account number

Eight empty boxes for account number

Branch Sort Code

Six empty boxes for branch sort code

Name and full postal address of your Bank or Building Society

To : The Manager ( Bank/Building Society )

Three empty boxes for bank address

**Instruction to your Bank or Building Society.**  
Please pay Blackburn with Darwen 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 Blackburn with Darwen Borough Council and, if so, details may be passed electronically to my Bank/Building Society.

Signature (s) box

Customer Number (to be completed by BwD Borough Council)

Six empty boxes for customer number

Date

Banks and Building Societies may not accept Direct Debit Instructions for 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 & building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Blackburn with Darwen Borough Council will notify you at least 5 working days in advance of your account being debited or as otherwise agreed. If you request Blackburn with Darwen 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 Blackburn with Darwen 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 Blackburn with Darwen Borough Council 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.