

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form (including the 'For Rochdale Boroughwide Housing (RBH) information only' box) using a black ball point pen. You can hand in your completed form at any of our local housing offices or any Council customer service centre or you can post it to:

Rochdale Boroughwide Housing
Rents and Right to Buy
P.O. Box 69, The Old Post Office
The Esplanade
Rochdale OL16 1AE

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 of _____ Bank/Building Society

Address: _____

Postcode: _____

RBH – Rent Reference

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Originator's Identification Number:

9	7	3	1	3	5
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For Rochdale Boroughwide Housing (RBH) information only

This is not part of the instruction to your Bank/Building Society

I/We wish to pay on: 1st 8th 15th 22nd of each month

Please tick your preferred date. These are the only dates available.

Property Address: (Please state the address for which rent is being paid)

Postcode: _____

Instruction to your Bank or Building Society

Please pay Rochdale Metropolitan Borough Council Direct Debit. I understand that this instruction may remain with RBH 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 and building societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, Rochdale Boroughwide Housing will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Rochdale Boroughwide Housing, Rochdale Council or by your bank or building society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.