



Rochdale
Boroughwide Housing



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. Weekly every Friday Fortnightly on a Friday

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:

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Rochdale Boroughwide Housing will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rochdale Boroughwide Housing 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 Rochdale Boroughwide Housing or by 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 Rochdale Boroughwide Housing 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.