

GARAGE RENT



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

Please complete the whole form and send it by post to :-

The Rents Section,
Bolsover District Council,
Riverside Depot,
Mansfield Road,
Doe Lea
Derbyshire
S44 5NY

Originators Identification 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/Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Your Name & Address.

Instruction to your Bank /Building Society.
Please pay Bolsover District 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
Bolsover District Council and if so details will be passed
electronically to my Bank/Building Society.

Signature(s)

Date

Originators Reference - Rent Reference Number

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

FOR BOLSOVER DISTRICT COUNCIL'S OFFICIAL USE ONLY
This is not part of the Instruction to your Bank / Building Society.

THE DIRECT DEBIT PAYMENT WILL BE TAKEN FROM YOUR ACCOUNT ON THE 1st OF EACH MONTH.



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 (insert your organisation name) will notify you (insert number of) working days in advance of your account being debited or as otherwise agreed. If you request (insert your organisation name) 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 (insert your organisation name) 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 (insert your organisation name) 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.

**TAKE THE STRAIN OUT OF PAYING
YOUR RENT.
PAY IT THE EASY WAY –
BY DIRECT DEBIT.**



If you have a bank or building society account
they will do the work for you.

Its secure, guaranteed by the
Banks and Building Societies.

No worries about remembering to pay at the right time.

No need to write out cheques.

Less time spent in queues.

Are you interested? – you should be.

It is cheaper for the Council
and we are passing the saving on to you.

When completed please return this form to:

By post only to:

Rents Office
Riverside Depot
Mansfield Road
Doe Lea
Derbyshire
S44 5NY

or by hand or post to any of our Contact Centres



All personal information provided to Bolsover District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given and will not be shared with any other Council department or third party organisation. The information provided will be held electronically and kept secure at all times.

EQUALITIES STATEMENT This document is available in large print and other formats from any of the Council Offices or by contacting the Neighbourhood Directorate on 01246 593064. Please bear in mind we will need a few days to arrange this facility. If you need help to read this document please do not hesitate to contact us.