



Please fill in boxes 1 to 6 and send it to:  
Revenue and Benefits Services, Borough of Poole,  
P.O. Box 722 Civic Centre, Poole, Dorset. BH15 2YE



**1a** Name and full postal address of your bank or Building Society

To the manager .....  
.....  
.....  
.....  
.....  
.....

**2** Name(s) of Account Holder(s)

.....  
.....

**3** Bank/Building Society account number

.....

**4** Branch Sort Code  
(from the top right hand corner of your cheque)

.....

**5** Reference Number

.....

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

Originator's Identification Number

9	9	9	5	1	4
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**FOR BOROUGH OF POOLE  
OFFICIAL USE ONLY**

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

**Please Note**

Debits are made monthly on the 1<sup>st</sup> or nearest working day thereafter

**1b** Property Address

.....  
.....  
.....

**Instruction to your Bank or Building Society**  
Please pay Borough of Poole 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 Borough of Poole and if so details will be passed electronically to my Bank or Building Society.

**6**

Signature(s).....  
Signature(s).....  
Date:.....

**Bank and Building Societies may not accept direct debit instructions for some types of account**



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**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 Borough of Poole will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ❖ If an error is made by Borough of Poole or 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 anytime by writing to your Bank or Building Society. Please also send a copy of the letter to us