



GARDEN RECYCLING SERVICE PAYMENT FORM
PLEASE COMPLETE IN CLEAR CAPITALS

FOR EXISTING CUSTOMERS ONLY

Please only complete this form if you are an existing Garden Recycling Service customer and would like to change your payment method from credit/debit card to Direct Debit.

Customer Name

Address

Postcode Telephone number.....

Email

If you would like to receive your billing information by e mail please tick this box (if this box is left blank your billing information will be posted).

Please continue to complete and sign the form **overleaf** and return the signed paper copy to us. We are unable to accept an e mailed copy. You will receive an Advanced Notification Letter before the payment is taken.



Please fill in the whole form using a ball point pen and send it to:

Chichester Contract Services
Westhampnett Depot
Stane Street
Chichester
West Sussex
PO18 0NS

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

Originator's Identification Number

5 9 9 2 8 5

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Customer reference number (Office Use Only)

W [Empty boxes for customer reference number]

Bank/Building Society account number

[Empty boxes for Bank/Building Society account number]

Branch Sort Code

[Empty boxes for Branch Sort Code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

Instruction to your Bank or Building Society

Please pay Chichester 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 Chichester District Council 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



Customers Name
Address



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 Chichester District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Chichester District 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 Chichester District 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 Chichester District Council 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.