



Eastleigh Borough Council Garden Waste Service

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|----------------------------------|------------------------------|----------------------------|
| Current Customers Enter:- | New Customers Enter:- | No of Bins Required: _____ |
| Garden Waste Ref. No. _____ | Name: _____ | |
| No. of Bins Required _____ | Address: _____ | |
| | Post Code: _____ | Tel No. _____ |
| | Email: _____ | |

| | |
|--|--|
| To: Eastleigh Borough Council | |
| I wish Direct Debit payments to be collected on an annual basis. | FOR EASTLEIGH BOROUGH COUNCIL OFFICIAL USE ONLY |
| | Date of payment _____ Amount _____ |
| | Actioned by _____ |

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please complete Parts 1 to 6 to instruct your Branch to make payments directly from your account. Send the form to **Garden Waste Collection Service, Direct Services, Hedge End Depot, Botley Road, Hedge End, Southampton, SO30 2RA**



Service User Number:-
9 7 1 4 3 2

1. Name(s) of Account Holder(s)

2. Bank/Building Society Account Number:

3. Branch Sort Code:

4. Name and full postal address of your Bank/
Building Society
To: The Manager
.....Bank/Building Society
Address
.....Post Code.....

5. Reference Number

Banks/Building Societies may not accept Direct Debit instructions for some types of account.

6. Instructions to your Bank/Building Society

Please pay Eastleigh Borough 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 Eastleigh Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s).....

Date:.....



THE DIRECT DEBIT GUARANTEE
(This guarantee should be detached and retained by the Payer)

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