



line
Because dependence
is important

line is a not-for-profit service of

DISTRICT COUNCIL

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



Originators Identification Number

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Please fill the whole form in
BLOCK CAPITALS and return to
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FOR INFORMATION ONLY

This is not part of the instruction to your
Bank/Building Society
Payment for recurring invoices will be taken on the next
collection date following the due date of the invoice.
Collection dates are either or monthly.
Where this date falls on a weekend or Bank holiday
payment will be taken on the next working day.

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

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6. Customer name:

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2. Branch Sort Code

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7. Customer address:

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3. Bank/Building Society Account number:

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4. Name and full postal address of your
Bank/Building Society:

To: The Manager _____ _____ Bank/ Building Society Address _____ _____ _____ Postcode _____

INSTRUCTION TO YOUR BANK / BUILDING SOCIETY.

Please pay shire District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with shire District Council and, if so, details will be passed electronically to my Bank/Building Society.

5. Reference (Customer Number – office use only)

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Signature(s) _____

Date _____

Banks and Building Societies may not accept Direct Debit Instructions for 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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank/Building Society.
- * If the amounts to be paid or the payment dates change, DISTRICT COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- * If an error is made by SHIRE DISTRICT COUNCIL 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 any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

