



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)

6. Customer name:

2. Branch Sort Code

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7. Customer address:

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.

