

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

Please fill in the whole form using a black ball point pen

Please send the completed form to:

**Forest Heath District Council
Trade Waste Department
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU**



Originators Identification Number

9	7	3	1	8	2
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Name of Account Holder(s)

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Reference Number

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Please tick here if you wish to pay by Monthly Instalments

Bank/Building Society Account Number

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Branch Sort Code

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*Name and full postal address
of your Bank or Building Society*

<i>To the Manager</i>	<i>Bank/Building Society</i>
<i>Address</i>	
<i>Post Code</i>	

Instruction to your Bank or Building Society

Please pay Forest Heath 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 Forest Heath District Council and, if so, details will be passed electronically to my Bank/Building Society.

<i>Signature(s)</i>
<i>Date</i>

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Forest Heath District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Forest Heath 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 Forest Heath 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 Forest Heath 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.