



St Edmundsbury
BOROUGH COUNCIL

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:

**St Edmundsbury Borough Council
Property Services
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU**



Originators Identification Number

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Name of Account Holder(s)

Reference Number

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Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society

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

Name and full postal address
of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Post Code	

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