



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

SUNDRY INCOME TEAM

Your name.....
 Address.....

 Postcode.....

Name(s) of account holder(s)

.....

Bank/Building Society account number

.....

Branch sort code

.....

Name and full postal address of your Bank or Building Society

To: The Manager.....
 Bank/Building Society

Address.....

 Postcode.....

Originator's identification number

9	7	3	0	5	0
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Please tick preferred options

Monthly	Quarterly
<input type="checkbox"/>	<input type="checkbox"/>
10 th	or 24 th
<input type="checkbox"/>	<input type="checkbox"/>

Reference number (Council to complete)

A

Address on which you are paying this bill (if different)

Address.....

Postcode.....

Instruction to your Bank or Building Society

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

Signature(s).....

Date.....

Contact Number.....

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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, Mansfield District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mansfield 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 Mansfield 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 Mansfield 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.