



Instructions to your Bank or Building Society to pay Direct Debit



Originators identification number

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Please fill in the shaded areas and return to:

Accounts Receivable
Nottingham City Council
Medway Building
Eastcroft Depot
London Road
Nottingham NG2 3HA

Client Reference Number

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Your Name(s)

--

Address

--

Post Code

--

Name(s) of Account Holders

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--

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

To: The Manager

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Bank or Building Society

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Address

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Post Code

For Nottingham City Council official use only.

This is not part of the instruction to your Bank or Building Society

Instruction to your Bank or Building Society.

Please pay to Nottingham City 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 Nottingham City Council and if so details will be passed electronically to my Bank/Building Society

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit instructions from 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 Nottingham City Council will notify you 7 working days in advance of your account being debited, or as otherwise agreed. If you request Nottingham City 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 Nottingham City Council or your Bank or Building Society you are entitled to 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 Nottingham City 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 Nottingham City Council.