



Derby City Council



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

Originator's Identification Number

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Name(s) 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 Derby 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 Derby City 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 Society	Bank/Building Society
Address	
Post Code	

Signature
Date

Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

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 or Building Society.
- ◆ If the amounts to be paid or the payment dates change, Derby City Council will notify you fourteen working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Derby City 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.