

**Instruction to your Bank or Building Society**  
to pay Direct Debits



**PLEASE FILL IN THE FORM AND SEND IT TO:**

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

Originators Identification Number

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Reference Customer Number

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Name and full postal address of your Bank/Building Society

The Manager
Bank/Building Society
Address
Postcode

**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 in 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

Signature(s)

Date

Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account  
**I wish to pay on the 1st  23rd  of the month. Please TICK ONE BOX ONLY.**

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 (insert your organisation name) 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 (insert your organisation name) 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.