

## Scarborough Borough Council

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

Please fill in the whole form using a ball point pen and send it to:

Accounts Receivable (T1)  
Scarborough Borough Council  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG

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

This is not part of the instruction to your Bank or Building Society.  
Please indicate your preferred date of payment.

1<sup>st</sup> of the month

15<sup>th</sup> of the month

Service user number

Reference

### Instruction to your Bank or Building Society

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

Signature(s)

  

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI 2 5/15

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 Scarborough Borough Council will notify you 6 working days in advance of your account being debited or as otherwise agreed. If you request Scarborough 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 Scarborough 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 Scarborough 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.

## Sundry Invoice Direct Debit Mandate Customer Details Confirmation

To ensure we can identify your account please also confirm:

Customer Name: \_\_\_\_\_  
(Sole Trader's name or Company Name)

Trading As: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Account Number: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (First six digits of your Customer Reference Number)

Would you like to receive future invoices by email? Yes

Once completed you can either scan or photograph the Direct Debit Mandate and email it to [accountsreceivable@scarborough.gov.uk](mailto:accountsreceivable@scarborough.gov.uk) or post the completed form to: -

Accounts Receivable  
Scarborough Borough Council  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG

### **Using your personal information**

*We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at [www.scarborough.gov.uk/gdpr](http://www.scarborough.gov.uk/gdpr) or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email [dataprotection@scarborough.gov.uk](mailto:dataprotection@scarborough.gov.uk)).*