

# 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 (HB)  
Scarborough Borough Council  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG

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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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

8	8	6	4	1	3
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Reference

8							
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**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 10 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.



Claim Number:

**BDDM or BCON/KADA**  
V20180423

I cannot afford to repay the balance in full, but I would like to pay:  £

Every Week:  OR Every Month:  (tick as appropriate)

I am going to set up a Standing Order using  the bank details shown below OR I would like to pay by Direct Debit on 5<sup>th</sup> of  each month

Please provide a telephone number in case we need to contact you:

Employers Name:  OR Self-employed?:

Full Time / Part Time

Complete and return this slip to the following address: Accounts Receivable

Town Hall  
St Nicholas Street  
SCARBOROUGH  
YO11 2HG

**Are You Having Difficulties Paying Your Bills To Scarborough Borough Council?**

**Customer Information - How To Pay**

**Direct Debit** – Please complete and return the Direct Debit mandate.

**Standing Order** – You can set up a Standing Order directly with your bank, by using the following bank details:

Account number **47561459**  
Sort code **54-41-24**  
Account Name **Scarborough Borough Council**

Please quote your invoice number starting 800.....on all payments

Whichever method you choose, please ensure that you complete and return this slip to Accounts Receivable.

Perhaps one of the following independent organisations could help you:

 Scarborough & Whitby: 01723 368710 Website: <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>	 Tel: 0300 500 5000 Website: <a href="http://www.moneyadviceservice.org.uk">www.moneyadviceservice.org.uk</a>
 Tel: 0800 280 2816 Website: <a href="http://www.payplan.com">www.payplan.com</a>	 Tel: 0800 138 1111 Website: <a href="http://www.stepchange.org">www.stepchange.org</a>
 Tel: 0808 808 4000 Website: <a href="http://www.nationaldebtline.org">www.nationaldebtline.org</a>	 Rainbow Money St Mary's Parish House, Castle Road, Scarborough, YO11 1HT Tel: 01723 500663 Website: <a href="http://www.therainbowcentre.org">www.therainbowcentre.org</a>

If you would like this form in a different format, e.g large print, please call Accounts Receivable on 01723 232399.