

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:

Scarborough Borough Council
Financial Services
Town Hall
St. Nicholas Street
Scarborough
YO11 2HG

Originator's Identification number

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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 ----- ----- -----	
----- Post Code -----	

PLEASE TICK PREFERRED PAYMENT DATE

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

<input type="checkbox"/>	1st of the month	<input type="checkbox"/>	15th	<input type="checkbox"/>	25th
<input type="checkbox"/>	Over 10 months	<input type="checkbox"/>	Over 12 months		

Please note the number of instalments provided in a financial year will be determined by the date of receipt of this instruction by Scarborough Borough Council

Council Tax/Business Rate Account reference number

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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 or Building Society.

Signature(s)

----- ----- ----- Date

Banks and Building Societies may not accept Direct Debit instructions for 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 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 Scarborough Borough Council.