



# Buckinghamshire 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:

Buckinghamshire Council  
Finance Operations  
Walton Street Offices  
Aylesbury  
Buckinghamshire  
HP20 1UD

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

Reference

Service user number

2 9 6 0 5 5

For Buckinghamshire Council official use only. This is not part of the instruction to your bank or building society.

Customer Number (as shown on your invoice/statement)

Customer Name (as shown on your invoice/statement)

  

Customer Postcode

### Instruction to your Bank or Building Society

Please pay Buckinghamshire 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 Buckinghamshire 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 15/15

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 Buckinghamshire Council will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Buckinghamshire 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 Buckinghamshire 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 Buckinghamshire 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.