



# Broxtowe Borough COUNCIL



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: Direct Debit, Broxtowe Borough Council, Business Reply Service NG 309, Council Offices, Beeston, Nottingham, NG9 1BR

**Name and full postal address of your bank or building society**

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/building society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

**Service user number**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 7 | 3 | 4 | 1 | 7 |
|---|---|---|---|---|---|

**Name(s) of account holder(s)**

|  |  |
|--|--|
|  |  |
|  |  |

**Instruction to your bank or building society**

Please pay Broxtowe 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 Broxtowe Borough Council and, if so, details will be passed electronically to my bank/building society.

**Bank/building society account number**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Branch sort code**

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Signature(s)

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|      |
| Date |

**Reference**

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DDI4

Banks and building societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your bank or building society and must be detached by Broxtowe Borough Council before submission to the paying bank.

**Please state name and address of Business property in Broxtowe:**

|  |
|--|
|  |
|  |

**Please tick ✓**

|                  |                          |
|------------------|--------------------------|
| 15 <sup>th</sup> | <input type="checkbox"/> |
|------------------|--------------------------|

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 Broxtowe Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Broxtowe 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 Broxtowe 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 Broxtowe 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.