

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

Service User Number (SUN)

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Please complete using a ball point pen, sign, and return it to :
(no stamp required)

**Direct Debit, Broxtowe Borough Council
Council Offices, Beeston,
Nottingham
NG9 1AB**

Council Tax Reference

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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 address of your Bank or Building Society
To: The Manager

Bank / Building Society

Address

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Postcode

Instructions 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 the Instruction may remain with Broxtowe Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

Please state your address:

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Please tick ☒ your preferred date

1 st		6 th		15 th		28 th	
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This section about your address and choice of date is not part of the instruction to your Bank or Building Society

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



Detach the instruction here and retain the Guarantee

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or Building Society.
- If the amounts to be paid or the payment dates change Broxtowe Borough Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Broxtowe Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send us a copy of your letter