



## Instruction to your Bank or Building Society to pay Direct Debits



Please fill in all the white boxes and then complete and return this form to the address above.

Originators Identification Number

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### Name and full postal address of your Bank/Building Society

The Manager  Bank or Building Society

Address

  
  
  


Postcode

### Payment Ref No.

  


### Your name(s) and address

  
  
  


Postcode

### Address to which charge applies if different from above:

  
  
  


Postcode

### Name(s) of account holder(s)

  


### Branch sort code

*(from the top right hand corner of your cheque)*

  


### Bank or Building Society Account Number

  


### Instruction to your Bank or Building Society

Please pay City of York Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with City of York Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Banks and Building Societies may not accept Direct Debit Instructions from some types of account



## 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, City of York Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by City of York 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 a copy of your letter to us.