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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:

Warwick District Council
Housing & Property Services
PO Box 2175
Riverside House, Milverton Hill
Royal Leamington Spa
CV32 5QE

Name(s) of Account Holder(s):

Empty box for account holder name

Bank or Building Society Account Number

Empty boxes for account number

Branch Sort Code

Empty boxes for branch sort code

Name and full postal address of your Bank or Building Society:

To: The Manager Bank/Building Society
Address:
Postcode:

Originator's Identification Number

9 4 1 8 3 7

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

Please tick preferred monthly payment date

2nd 8th 14th 23rd

Name/Address and telephone number of account holder(s)

Empty box for name and address

Tel No.

Tenancy/Garage Address:

Empty box for tenancy/garage address

Reference Number

Empty boxes for reference number

Instructions to your Bank or Building Society
Please pay Warwick District Council 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 Warwick District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Empty box for signature

Date

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 accept instructions to pay Direct Debits.
If there are any changes to the amount, date or frequency of your Direct Debit, Warwick District Council will notify you 7 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by Warwick District Council or any 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 Warwick District 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.