



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



Please fill in the whole form including official use box using a ball point pen and send it to:

Revenue Services
 South Norfolk Council
 Long Stratton
 Norwich
 Norfolk
 NR15 2XE

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference Number

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Originator's Identification Number

6	2	4	6	5	0
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FOR SOUTH NORFOLK COUNCIL OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society.
TO THE CUSTOMER – PLEASE COMPLETE
 Please tick one box below with your preferred option.

Preferred monthly option

	10	12	
	instalments	instalments	

1 st of the month	<input type="checkbox"/>	<input type="checkbox"/>	
5 th of the month	<input type="checkbox"/>	<input type="checkbox"/>	
15 th of the month	<input type="checkbox"/>	<input type="checkbox"/>	
25 th of the month	<input type="checkbox"/>	<input type="checkbox"/>	

PREFERRED WEEKLY OPTIONS

Every 1 week on a Friday	<input type="checkbox"/>
Every 2 weeks on a Friday	<input type="checkbox"/>
Every 4 weeks on a Friday	<input type="checkbox"/>

Instruction to your Bank or Building Society

Please pay **SOUTH NORFOLK DISTRICT COUNCIL** Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that the instruction may remain with South Norfolk District Council and, if so, details will be passed electronically to my Bank/Building Society

Signature
Date:

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



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 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, South Norfolk District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by South Norfolk District 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 South Norfolk District Council, Long Stratton, Norwich, Norfolk, NR15 2XE