

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

_____|_____|_____|_____|_____|_____|_____|_____|

Branch Sort Code

_____|_____|_____|_____|_____|_____|

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference Number

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 6 | 2 | 4 | 6 | 5 | 0 |
|---|---|---|---|---|---|

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"/> |
| 28 th of the month | <input type="checkbox"/> | <input type="checkbox"/> |

PREFERRED WEEKLY OPTIONS

Every 1 week on a Friday
Every 2 weeks on a Friday
Every 4 weeks on a Friday

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit South Norfolk Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Norfolk 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 South Norfolk 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 South Norfolk 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