



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

Please fill in the whole form including the Official Use Box using black ink and send it to:

Originator's Identification No.

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South Norfolk Council
South Norfolk House
Long Stratton
Norwich
NR15 2XE

FOR SOUTH NORFOLK COUNCIL USE ONLY
This is not part of the instruction to your Bank or Building Society

Invoice ref no.

Frequency of payments

1. Name(s) of Account Holder(s)

Your Name & Address:

2. Bank/Building Society account number

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3. Bank Sort Code

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4. Name and full postal address of your Bank or Building Society

To: Manager	Bank/Building Society
Address	
Postcode	

5. Instruction to your Bank or Building Society

Please pay SOUTH NORFOLK 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 South Norfolk District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference Number – Please leave blank

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Banks and Building Societies may not accept Direct Debit Instructions for 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.