DIRECT Debit

Mid Suffolk DISTRICT

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:

Mid Suffolk District Council
The Shared Revenues Partnership
Grafton House
15-17 Russell Road
Ipswich
IP1 2DE

Service user number

9	9	4	8	2	2

FOR MID SUFFOLK DISTRICT COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

I / We wish to pay:

☐ **Monthly (on the 1st of each month)**

☐ **Monthly (on the 14th of each month)**

☐ **Half yearly (on the 14th April and 14th October)**

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

Instruction to your bank or building society
Please pay Mid Suffolk District Council Direct Debits 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 Mid Suffolk District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Mid Suffolk District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mid Suffolk District 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 Mid Suffolk District 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 Mid Suffolk 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.