



Please tick preferred option:

Instruction to your Bank or Building Society

to pay by Direct Debit

SUNDRY INCOME TEAM

	Originator's identification number Monthly Quarterly
Your name:	9 7 3 0 5 0 10 th 24 th
Address:	or
	Reference number (Council to complete)
Postcode:	Account Number: (Council to complete)
Name(s) of account holder(s)	Address on which you are paying this bill (if different)
	Address:
Bank/Building Society account number	Postcode:
	Instruction to your Bank or Building Society
Branch sort code Name and full postal address of your Bank or Building Society	Please pay Mansfield District Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Mansfield District Council and, if so, details may be passed electronically to my Bank/ Building Society.
To: The ManagerBank/Building Society	Signature(s):
Address:	
	Telephone Number:
Postcode:	Date:

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 or the payment days change, Mansfield 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 Mansfield 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 us.