Mansfield District Council

DIRECT Debit

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

SUNDRY INCOME TEAM

Your name: ……

Address: ……

……

……

Postcode: ……

Originator's identification number

9	7	3	0	5	0

Reference number (Council to complete)

Please tick preferred option:

	Monthly		Quarterly
	☐	or	☐
	10th		24th
	☐	or	☐

Account Number:
(Council to complete)

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: ……

Address on which you are paying this bill (if different)

Address: ……

……

……

……Postcode: ……..

Instruction to 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.

Signature(s): ……

……

Telephone Number: ……

Date: ……..

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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 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.