



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



Please fill in the whole form using a ball point pen and send it to:

Mid Sussex District Council Revenues & Benefits
PO Box 10607
Nottingham
NG6 6DU

Service User Number:

9 9 0 8 4 5

Reference:

[Empty box for Reference]

Name(s) of account holder(s):

[Empty box for Name(s) of account holder(s)]

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

Please choose your preferred payment date:
I wish to pay monthly on or immediately after this date (please tick preferred date):

1st 10th 20th

Please tick the box below if you would prefer to pay by 12 monthly instalments:

12 monthly instalments

Bank/Building Society account number:

[Empty box for Bank/Building Society account number]

Branch sort code:

[Empty box for Branch sort code]

Instruction to your Bank or Building Society:
Please pay Mid Sussex 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 Sussex District Council and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank/Building Society:

To: The Manager Bank/Building Society
Address:
[Empty box for Address]
Postcode:

Signature(s)
[Empty box for Signature(s)]
Date:

Banks and Building Societies may not accept Direct Debit instructions for some types of account

x

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, Mid Sussex District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Mid Sussex 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 Sussex 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 Sussex 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.