



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
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Service User Number:

9 9 0 8 4 5

Reference:

Empty box for reference number

Name(s) of account holder(s):

Two empty lines for account holder name

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:

Eight empty boxes for account number

Branch sort code:

Six empty boxes 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:

Form with fields for To: The Manager, Bank/Building Society, Address, and Postcode

Signature(s) field

Date field

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 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.
You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society.