NORTHUMBERLAND

Northumberland County Council

DIRECT Debit

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:

Northumberland County Council
Revenues Section
Wansbeck Square
Ashington
Northumberland
NE63 9XL

Service User Number

9	7	1	4	0	7

Name(s) of account holders

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

Post Code

Reference

This is not part of the instruction to your Bank or Building Society.

Please ensure that your name and address are shown in this box and tick your preferred payment date.

Preferred payment date

	1st	15th	28th
10 Monthly Instalments	☐	☐	☐
12 Monthly Instalments (April to March)	☐	☐	☐

The number of instalments provided in a financial year will be determined by the date of receipt of this instruction by Northumberland County Council.

Instruction to your Bank or Building Society

Please pay Northumberland County 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 Northumberland County Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Northumberland County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Northumberland County 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 Northumberland County 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 Northumberland County 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.