

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

Please fill in the whole form including the Official Use Box and send it to **Northumberland County Council, Accounts Receivable, County Hall, Morpeth, Northumberland, NE61 2EF**

**Service User Number:**

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**Name and full postal address of your Bank or Building Society**

The Manager.....Bank/Building Society

Address: .....

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.....Post Code: .....

**For Northumberland County Council Use Only**  
**This is not part of the instruction to your bank or building society**

**Payment date:**

1<sup>st</sup>  15<sup>th</sup>

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

Print your name:

Address:

**Name(s) of account holder(s):**


**Instruction to your Bank/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

**Bank/Building Society Account Number:**

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**Branch Sort Code:** (from top right corner of your cheque)

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**Reference Number:**

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**Signature(s):**

**Date:**

**BANKS/BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT**

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 Northumberland County Council will notify you ten 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.

