



Northumberland County Council

Please fill in the whole form including official use box using a ballpoint pen and send it to:

Northumberland County Council
Compass House
68 Freehold Street
Blyth
NE24 2BA



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

Name(s) of Account Holder(s)

FOR Northumberland County Council OFFICIAL USE ONLY
This is not part of the Instruction to your Bank/Building Society.

Bank/Building Society Account Number

Branch Sort Code

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

Name and full postal address of your Bank or Building Society
The Manager Bank/Building Society
Address
Postcode

Signature(s)
Date

Please indicate (J) your preferred payment date:-

Originator's Identification No.
9 7 2 8 7 8

- Weekly (Fridays)
Monthly 1st Monthly 15th
Monthly 8th Monthly 22nd

Account Reference Number

Banks and 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



All Banks and Building Societies that take part in the Direct Debit Scheme offer this guarantee. 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 payment dates change Northumberland County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by Northumberland County 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 send a copy of your letter to us.