



# Instruction to your bank or building society to pay by Direct Debit

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

Mid Suffolk District Council  
 The Shared Revenues Partnership  
 Grafton House  
 15-17 Russell Road  
 Ipswich  
 IP1 2DE

Service user number

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

I / We wish to pay:

- Monthly (on the 1<sup>st</sup> of each month)
  - Monthly (on the 8<sup>th</sup> of each month)
  - Monthly (on the 14<sup>th</sup> of each month)
  - Monthly (on the 22<sup>nd</sup> of each month)
  - Monthly (on the 28<sup>th</sup> of each month)
- 10 instalments  12 instalments

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Mid Suffolk 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 Suffolk District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)


Date

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Council Tax Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI 19.03

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 Suffolk District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mid Suffolk 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 Suffolk 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 Suffolk 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.