



# DIRECT DEBIT INSTRUCTION



**ORIGINATORS IDENTIFICATION NUMBER 930 157**

**good services, good value**

**YOU CAN SET UP A DIRECT DEBIT BY TELEPHONING 01386 565130 OR BY COMPLETING THIS FORM IN BLACK INK AND SENDING IT TO:-**

MANAGING DIRECTOR, WYCHAVON DISTRICT COUNCIL, PO BOX 11, PERSHORE. WORCS. WR10 1PU

1) Name and Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6) Please write the full postal address of your Bank or Building Society branch below.

To: The Manager

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) Reference No: \_\_\_\_\_  
*(This is not an integral part of the instruction)*

3) Name of Account Holder(s)

\_\_\_\_\_

4) Bank/Building Society Account Number

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5) Sort Code

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7) Your instructions to the Bank/Building Society and signature(s)

Please pay Wychavon District Council from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Banks and Building Societies may not accept instructions on some types of account.



## THE DIRECT DEBIT GUARANTEE

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid, or the payment dates change, Wychavon District Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wychavon District 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 also send a copy of your letter to us.



INVESTOR IN PEOPLE



Awarded to Wychavon  
Shops & Revenues Unit