

Instruction to your
Bank or Building Society
to pay Direct Debits



Originator's Identification Number

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Please fill in the whole form and send it to North Devon District Council, Lynton House, Commercial Road, Barnstaple, Devon, EX31 1DG

1. Name and full postal address of your Bank or Building Society branch

To: The Manager	
_____	_____
_____	Bank or Building Society
Address	_____
_____	Postcode
_____	_____

2. Name(s) of account holder(s)

5. Council Tax reference number.
(copy from Council Tax bill)

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3. Branch sort code.

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6. Instruction to your Bank or Building Society

Please pay North Devon District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with North Devon District Council and if so, details will be passed electronically to my Bank and Building Society.

4. Bank or Building Society account

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Signature(s)
Date

Banks and Building Societies may not accept Direct Debits instructions for some types of account.

Please enter your name and address here -

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The frequency of payment will be monthly unless you select an alternative below.

<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
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Half Yearly

Yearly

Once this mandate has been actioned, a bill will be issued to you showing the instalments due and the collection dates.

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 amounts to be paid or the payment dates change, North Devon District Council will notify you 14 days in advance of your account being debited or otherwise agreed.

If an error is made by North Devon District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank of the full 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.