

DIRECT DEBIT INSTRUCTION



GUILDFORD
BOROUGH



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

Guildford Borough Council
 Financial Services
 Millmead House
 Millmead
 Guildford
 Surrey GU2 4BB

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

Service User Number

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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

Postcode

FOR GUILDFORD BOROUGH COUNCIL USE ONLY

This is not part of the instruction to your Bank/ Building Society Customers Name and Address:

Service Ref:

Reference Number

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Instruction to your Bank or Building Society

Please pay Guildford Borough 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 Guildford Borough Council and , if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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



- * 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 Guildford Borough Council will notify you ten working days in advance of your account being debited or as otherwise. If you request Guildford Borough 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 Guildford Borough 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 Guildford Borough 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.