



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

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

Gloucester City Council
Revenues Services
PO Box 2017
Pershore
WR10 9BJ

Name(s) of Account Holder(s)

Bank / Building Society account number

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Branch Sort Code

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Name & full postal address of your Bank/Building Society

To: The Manager

-----Bank/Building Society

Address:.....

.....Post Code:.....

Direct Debit Reference number

[illegible]

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 **Gloucester City Council** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **Gloucester City Council** to collect 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 **Gloucester City 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 **Gloucester City 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.

Service User Number

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For Gloucester City Council official use only. This is not part of the instruction to your Bank or Building Society.

Your name and address:.....

Your account reference:.....

Payment date required (Please tick as appropriate)

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Instruction to your Bank or Building Society.

Please pay **Gloucester City 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 **Gloucester City Council** and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

