Gloucester City Council
Working with Civica

DIRECT Debit

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

Branch Sort Code

Name & full postal address of your Bank/Building Society

To: The Manager

----------Bank/Building Society

Address:……

……

……

……Post Code:……

Reference number

Service user number

9	8	2	9	2	1

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)

1ST	15TH	22ND	28TH
☐	☐	☐	☐

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:

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The Direct Debit Guarantee

DIRECT Debit

- 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.