



Instruction to your bank or building society to pay by Direct Debit

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

**Shropshire Council
Revenues and Benefits
PO Box 4749
Shrewsbury
SY1 9GH**

Service user number

6 9 3 6 3 1

FOR SHROPSHIRE COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Please tick which payment date you want

1st 7th 15th 22nd

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Instruction to your bank or building society

Please pay Shropshire 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 Shropshire Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Customer Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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 Shropshire Council will notify 10 working days in advance of your account being debited or as otherwise agreed. If you request Shropshire 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 Shropshire 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 Shropshire 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.