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:

Revenue Services
South Kesteven District Council
Council Offices, St. Peter's Hill
Grantham, Lincolnshire, NG31 6PZ
Tel: 01476 40 6510
www.southkesteven.gov.uk

Name(s) of Account Holder(s)

Bank/Building Society account number

Bank Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

CTAX Account Number

Originator's Identification Number

8	5	8	8	2	8

For South Kesteven District Council's Use Only
This is not part of the instruction to your Bank or Building Society

Please indicate your preferred collection date

1st ☐ 11th ☐ 21st ☐

A new bill will be sent to you to confirm your payments

Instruction to your Bank or Building Please pay South Kesteven District 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 South Kesteven District 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, South Kesteven District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Kesteven District 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 South Kesteven District 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 South Kesteven District Council ask 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.**