



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the whole of this form and return it to:

South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham, Lincolnshire, NG31 6PZ

To: The Manager	Bank/Building Society
Address:	
Postcode:	
Name(s) of account holder(s):	

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Instructions to your Bank/Building Society. Please pay South Kesteven District Council direct debits from the account detailed in this instruction 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.

Bank/Building Society account number:							

Branch sort code:					

Council tax reference number:							

Please indicate your preferred collection date and payment method:					
1st		11th		21st	
10 months		12 months			
A new bill will be sent to you to confirm your payments.					

Your details:
Name:
Address:
Postcode:

Signature(s):
Date:



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 with 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 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.