

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



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

Service User Number

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North West Leicestershire District Council  
Council Offices  
Coalville  
Leicestershire  
LE67 3FJ

**For North West Leicestershire District Council official use only**

**This is not part of the instruction to your bank or building society. However, the information is required by North West Leicestershire District Council PLEASE COMPLETE ACCORDINGLY.**

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Name & Address

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Contact Telephone Number:

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Address of the payer (if different to the above)

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**Choice of Payment Date**

The amounts may be variable and may be debited monthly on either the 1<sup>st</sup>, 8<sup>th</sup>, 14<sup>th</sup> or 21<sup>st</sup>. Please indicate your preferred payment date by ticking the relevant box below.

1<sup>st</sup>    
  8<sup>th</sup>    
  14<sup>th</sup>    
  21<sup>st</sup>

**Name(s) of Account Holder(s)**

**Bank/Building Society account number**

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**Branch Sort Code**

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**Name and full postal address of your Bank or Building Society**

To: The Manager	Bank/Building Society
Address	
Postcode	

**Council Tax or Business Rate Reference Number**

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**Instruction to your Bank or Building Society**

Please pay North West Leicestershire 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 North West Leicestershire District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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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 North West Leicestershire District Council will notify you 10 working days in advance of your account being debited or as other wise agreed. If you request North West Leicestershire 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 North West Leicestershire 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 North West Leicestershire 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.