

**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
The Leicestershire Partnership
PO Box 10004
HINCKLEY
Leicestershire
LE10 9EJ**

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	

Reference Number

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For North West Leicestershire D C 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.

Name & Address

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Contact Telephone Number

Name & Address of the payer (if different to the above)

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Payment Frequency, tick the appropriate box

Monthly Half Yearly Annually

Payment Date, tick the appropriate box

1st 8th 14th 21st

I would like instalments to March

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

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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 otherwise 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.