

# BACS

## ADVICE OF NEW DIRECT DEBIT INSTRUCTION (AUDDIS)



DIRECT  
Debit

Originators Identification Number

9 8 0 8 7 4

Please fill in the whole form **1** to **7** and send it to:

Lichfield District Council, Revenues & Benefits Services, District Council House,  
Frog Lane, Lichfield, Staffordshire, WS13 6YX.

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

To : The Manager \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_

Bank/Building Society

### **2** Name(s) of account holder(s)

\_\_\_\_\_  
\_\_\_\_\_

### **5** Council Tax Account Reference Number

\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

### **3** Branch sort code

(from the top right hand corner of your cheque)

\_\_\_\_|\_\_\_\_|\_\_\_\_ — \_\_\_\_|\_\_\_\_|\_\_\_\_ — \_\_\_\_|\_\_\_\_|\_\_\_\_

### **6** Instruction to your Bank or Building Society

Please pay Lichfield District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Lichfield District Council and if so, details will be passed electronically to my bank or building society.

### **4** Bank or Building Society account number

\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|

Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

### **7** Payment Date

This section is to assist Lichfield District Council and is not part of the instruction to your Bank or Building Society.

#### Choice of Payment Date

1<sup>st</sup> of Month  18th of Month

(please tick your preference)

We will apply this instruction to the next available date of your choice, based upon AUDDIS rules

### Name and Address

### Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
  - If the amounts to be paid or the payment dates change Lichfield District Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
  - If an error is made by Lichfield District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
  - You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.
- This Guarantee may be detached and retained.



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