

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

Lichfield District Council
Income Recovery
District Council House
Frog Lane
Lichfield
Staffordshire
WS13 6YX

Name(s) of account holder(s)

.....

Bank or 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:

Instruction to your bank or building society to pay by Direct Debit

Reference

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Service user number

7	6	4	7	7	5
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For Lichfield District Council's official use only

This is not part of the instruction to your bank/building society, but please fill it in.

Tick which date of each month that you want your payment to be debited from your account:

1st 25th

Your address:

.....

Postcode:

Instruction to your bank or building society

Please pay Lichfield District Council Direct Debits from the account detailed in this instruction, subject to 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/building society.

Signature(s):

.....

Date:

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

DD11



This guarantee should be detached and kept 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, Lichfield District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lichfield 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 Lichfield 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 Lichfield 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.