



Lichfield
District Council

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

Lichfield District Council
District Council House, Frog Lane, Lichfield
Staffordshire, WS13 6YX

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:	

NDR Reference/Account number

9							
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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

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

Service user number

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For Lichfield District Council official use only
This is not part of the instruction to your bank or building
society.

Payment Date

1st	
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Instruction to your Bank or Building Society

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

Signature(s)
Date:
Contact number:



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 Debit 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 Debit 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 Debit 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.

