

BACS

ADVICE OF NEW DIRECT DEBIT INSTRUCTION (AUDDIS)



Originators Identification Number

9 8 0 8 7 4

Please fill in the whole form **1** to **6** 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 Non - Domestic Rate Reference Number

9 | | | | | | | |

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.

Payment Due 1st Of The Month

(This is for information only and does not form part of the instruction to your Bank or Building Society).
We will apply this instruction to the next available date 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.

