



Revenues Dept, East Pallant Hse, Chichester, PO19 1TY



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

Name(s) of account holder(s):


Service User Number:

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BID Reference Number

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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)


## Instruction to your Bank or Building Society

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

Signature	Date
Signature	Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

Please return your completed form to:

**The District Treasurer, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, PO19 1TY**

Property Address:

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Chichester DC, Revenues Dept, East Pallant House, Chichester, PO19 1TY



### The Direct Debit Guarantee

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any change to the amount, date or frequency of your Direct Debit the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation 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 the organisation 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 the organisation 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 the organisation.