



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

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

Council Tax Section Suffolk Coastal District Council Melton Hill Woodbridge Suffolk IP12 1AU

Service User Number

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Name(s) of Account Holder(s)

Reference Number

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Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society

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

Name and Full Postal Address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Signature(s)
Address:
Date:

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.

The 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 Suffolk Coastal District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Suffolk Coastal 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.