



**Instruction to your
Bank or Building Society
to pay Direct Debits**



Originators Identification Number

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Name and Address

Name and Address of person making payment

Post Code:

For payment of your Accounts Receivable Account by Direct Debit

(Note that Banks/Building Societies may not accept instructions to pay Direct Debits from some types of account).

Accounts Receivable Account Number

Name of Bank Account Holder

Signature(s) of Account Holder(s)

Name and Address of Bank/Building Society

The Manager

Post Code:

Bank Account Number

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Sort Code

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Date:

Please complete this form and return to:

DONCASTER M.B.C., Accounts Receivable, Civic Office, Waterdale, Doncaster, DN1 3BU.

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 you will be given at least 14 days notice as agreed.
- If an error is made by Doncaster M.B.C. 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 Doncaster M.B.C.