



**Nottingham
City Council**



Instruction to your Bank or Building Society to pay Direct Debit

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

**Benefit Recovery
Nottingham City Council
Loxley House
Station Street
Nottingham
NG2 3NG**

Name(s) of Account Holders(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	
Post Code	

Reference Number (Invoice Number)

D	E	B	T	R							
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Service User Number

7	6	0	1	5	5
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For Nottingham City Council Official Use Only.

This is not a part of the Instruction to your Bank or Building Society

Please select your preferred payment frequency and date:

I/We wish to pay monthly on 1st 7th 14th 21st 28th

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Your ref:

Your Name: _____

Instruction to your Bank or Building Society.

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

Signature(s)
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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Nottingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nottingham City 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 Nottingham City 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 Nottingham City 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.