

When completed please return this form to the above address.

**Name and Address of your Bank/Building Society**


**INSTRUCTION TO YOUR  
BANK OR BUILDING SOCIETY  
TO PAY DIRECT DEBITS**

**Originators Identification Number**

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**Payer ref (as shown on your rent card)**

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**Name(s) of Account Holder(s)**

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**Branch Sort Code**

(from the top right hand corner of your cheque)

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**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY**

*Please pay Melton Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured in the Direct Debit Guarantee, I understand that this instruction may remain with Melton Borough Council and, if so, details will be passed electronically to my Bank/ Building Society.*

**Bank/Building Society Account Number**

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Signature(s)	_____
Date:	_____

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

You may detach and keep the guarantee below if you wish.

**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, Melton Borough Council will notify you 14 working days in advance of your account being debited or otherwise agreed.
- If an error is made by Melton Borough 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.