



**Melton
Borough
Council**

Melton Borough Council
Parkside
Station Approach
Burton Street
Leicestershire
LE13 1GH
Telephone: 01664 502502



When completed please return this form to the above address.

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Name and Address of your Bank/Building Society

Originators Identification Number

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Account Number (as shown on your bill)

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Name(s) of Account Holder(s)

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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.

Branch Sort Code

(from the top right hand corner of your cheque)

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Bank/Building Society Account Number

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Signature(s)	_____
Date:	_____

Please tick your preferred payment date

1st 8th 15th 22nd

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Melton Borough Council will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request 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 Melton Borough 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 Melton Borough 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.