South Tyneside Council

DIRECT Debit

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

Please fill in the whole form including official use box using a ball point pen and send it to:
Hawthorne Building, Rolling Mill Road, Viking Industrial Park, Jarrow, Tyne and Wear, NE32 3DP

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
	Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

Service user number

9	7	1	4	1	1

FOR SOUTH TYNESIDE COUNCIL OFFICIAL USE ONLY – This is not part of the instruction to your Bank or Building Society

Customer to insert Property Address

I would like my instalments to be deducted from my bank account on (please delete as appropriate)

1st 11th 15th 21st 28th Weekly (each Friday)

Instruction to your bank or building society

Please pay South Tyneside 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 South Tyneside 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.

DIRECT Debit

- 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 South Tyneside Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Tyneside 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 South Tyneside 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 South Tyneside 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.

4473