

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



Please fill in the whole form using a ball point pen and send it to the Council at the address shown below



**Great Yarmouth Borough Council
Revenue Services
Trafalgar House
Hall Plain
Great Yarmouth
Norfolk NR30 2QG**

Originator's identification number

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Name(s) of account holder(s)

Your name and address

Postcode

Bank/Building Society account number

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Sort Code

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Name and full postal address of your bank or building society

To: The Manager
Address
Postcode

Reference number (please leave blank).

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I wish to pay (please tick preferred date)

1st 15th Monthly

Instruction to your bank or building society.

- Please pay Great Yarmouth Borough 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 Great Yarmouth Borough Council and, if so, details will be passed electronically to my bank/building society

Signature(s).

Date	

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.
- You can cancel the Direct Debit at any time by writing to your bank or building society. Please send a copy of this letter to the Council.
- If an error is made by your bank or building society, or by the Council, you are guaranteed a full and immediate refund of the amount paid.
- If the amounts to be paid or the payment date change, you will be told of this at least 14 days in advance. This gives you plenty of time to query the amounts if you need to.