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

**Please fill in the whole form (excluding official use box & reference number) using a ball point pen and send it to:**

**Leasehold Department**
**Adur District Council**
**Portland House**
**Richmond Road**
**Worthing**
**BN11 1HS**

**Service User Number:**

| 6 | 2 | 8 | 2 | 3 | 6 |
|---|---|---|---|---|---|

**FOR ADUR DISTRICT COUNCIL OFFICIAL USE ONLY**
(This is not part of the instruction to your Bank or Building Society)

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

**Bank/Building Society Account Number:**

**Branch Sort Code:**

**Name and full postal address of your Bank or Building Society:**

**To: The Manager** **Bank/Building Society**

**Address:**

**Post Code:**

**Reference Number:**

**Instruction to your Bank or Building Society:**
Please pay Adur District 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 Adur District 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 accounts

**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, Adur District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Adur District 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 Adur District 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 Adur District Council asks you to.
- You can cancel a Direct Debit at any time by simply writing to your Bank or Building Society. Written confirmation may be required. Please also notify us.