



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: Accounts Receivable (100TS), PO BOX 3399, 100 Temple St, Bristol, BS1 9NE

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

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Branch sort code

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Reference

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Service user number

8	5	6	1	9	4
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Instruction to your bank or building society

Please pay Bristol City 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 Bristol City 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

DDI4

This is not part of the instruction to your bank or building society and must be detached by Bristol City Council before submission to the paying bank.



Payment Date

I / We wish to pay on 25th of each month.

Property Address

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Telephone Number:

Email Address:

To Be Paid	Please Tick	Amount
Monthly		
Quarterly		
Half Yearly		
Annually		

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