



**South
Staffordshire
Council**



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

Please fill in the whole form using a ball point

South Staffordshire District
Council
Council Offices
Finance Section
Codsall
Wolverhampton Road
WV8 1PX

Service user number

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Name(s) of account holder(s)

Reference

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Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or

To: The Manager	Bank/building
Address	
Postcode	

Instruction to your bank or building society

Please pay South Staffordshire 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 South Staffordshire 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 account

DD12

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 South Staffordshire District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Staffordshire 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 South Staffordshire 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 South Staffordshire District Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation will be required. Please also notify us.