

Please fill in the whole form including official use box and send to:

**South Staffordshire District Council  
Leisure Services  
Council Offices  
Codsall  
South Staffordshire  
WV8 1PX**



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

**Originator's Identification**

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For South Staffordshire District Council  
**OFFICIAL USE ONLY**  
This is not part of the instruction to your Bank or Building Society

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Name(s) of account**


**Bank/Building Society account**

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**Branch Sort Code**

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**Name and full address of Bank or Building Society**

To the manager	Bank/Building Society
Address	
Postcode	

**Instruction to your Bank or Building Society**

Please pay South Staffordshire District Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with South Staffordshire Council and if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date

**Membership Number**

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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

**The Direct Debit Guarantee**



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change South Staffordshire District Council notify you 14 days in advance of your account being debited or as otherwise.
- If an error is made by South Staffordshire District Council or your Bank or Building Society, are guaranteed a full and immediate refund from your branch of the amount.
- If you receive a refund you are not entitled to, you must pay it back when the organisation asks you to.
- You can cancel a Direct Debit at any time by writing to your bank or Building Society. also send a copy of your letter to us.