



Please fill in the whole form including official use box using a ball point pen and send to:

Revenues and Benefits Unit
 South Somerset District Council
 Yeovil
 Somerset
 BA20 2HT

Originators Identification Number

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Reference number (Property reference number)

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Name(s) of account holder(s)

Instruction to your Bank/Building Society

Please pay South Somerset District Council 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 Somerset District Council and if so, details may be passed electronically to my Bank/Building Society

Bank/Building Society account number

Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager Bank Building Society

.....
 Address

.....
 Postcode

Signature(s)

.....

Date

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 Debit 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 Somerset District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by South Somerset District Council, or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.