

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

9 7 3 3 9 2

Please complete the whole form including the official use box (in ballpoint pen) and return to:
**EXCHEQUER TEAM, WEYMOUTH & PORTLAND BOROUGH COUNCIL, SOUTH WALKS HOUSE,
 SOUTH WALKS ROAD, DORCHESTER, DORSET DT1 1UZ**

FOR WEYMOUTH & PORTLAND BOROUGH COUNCIL OFFICIAL USE ONLY

**This is not part of the instruction to your bank or building society*

Name.....

Address.....

..... Postcode.....

Name(s) of account holder(s)

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Reference/Customer number

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Bank or Building Society account number

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Instruction to your Bank or Building Society

Please pay Weymouth & Portland Borough 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 West Dorset District Council and if so details will be passed electronically to my bank/building society.

Branch Sort Code

(from the top right hand corner of your cheque)

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Name and full postal address of your Bank or Building Society Branch

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 accept instructions to pay Direct Debits.
- * If there are any changes to the amount, date or frequency of your Direct Debit Weymouth & Portland Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Weymouth & Portland Borough 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 the payment of your Direct Debit by Weymouth & Portland Borough 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 Weymouth & Portland Borough 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.