



**Dorset**  
Council

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



Originators identification number

**9 7 3 3 9 2**

**Please complete the whole form including the official use box (in ballpoint pen) and return to:  
ACCOUNTS RECEIVABLE, DORSET COUNCIL, SOUTH WALKS HOUSE, SOUTH WALKS ROAD,  
DORCHESTER, DORSET DT1 1UZ**

**FOR DORSET 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)**

--	--	--	--	--	--	--	--

**Reference/Customer number**

--	--	--	--	--	--	--	--	--	--

**Bank or Building Society account number**

--	--	--	--	--	--	--	--	--	--

**Instruction to your Bank or Building Society**

Please pay Dorset 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 Dorset 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)

--	--	--	--	--	--	--	--	--	--

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

<b>To: The Manager</b>	<b>Bank/Building Society</b>
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, Dorset Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dorset 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 Dorset 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 Dorset 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.