

## Instruction To Your Bank Or Building Society To Pay Direct Debits

### Originators Identification Number

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Please Complete This Form and Return It To: Stockton-on-Tees Borough Council, PO Box 410, Kingsway House, West Precinct, Billingham, TS23 2YD

Your Name and Address  
Business Rate Account No



To The Manager,  
Bank/Building Society Name

Bank/Building Society  
Address  
And Postcode

Name(s) of Bank/Building  
Account Holder(s)

Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank/Building Society  
Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Payment Dates** -You now have a choice of 2 monthly Direct Debit payment dates. Please tick one of the boxes below to confirm the date on which you want your monthly payments collected.

1st  15th

### Instruction To Your Bank Or Building Society

Please pay Stockton-on-Tees Borough Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Stockton-on-Tees Borough Council and if so, details will be passed electronically to my bank/building society branch.

Signature (s)

Date

Please note that banks and building societies may not accept Direct Debit instructions from some types of account.

Please detach this guarantee from the rest of the form and retain it for your information.

#### 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 amount to be paid or the payment dates change, Stockton-on-Tees Borough Council will notify you normally 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stockton-on-Tees Borough 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 also send a copy of your letter to us.