



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

Please complete using a ball point pen and send it to:

SELBY DISTRICT COUNCIL  
GARAGE RENTS  
CIVIC CENTRE  
DONCASTER ROAD  
SELBY  
YO8 9FT.

Originator's Identification Number

6 5 5 7 6 3

FOR SELBY DISTRICT COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please tick one box as required

Payment date monthly

I wish to pay monthly on or immediately after this date ( tick preferred date)

1st  22nd

Name(s) of Account holder(s)

[Empty text box for account holder name]

Bank/Building Society account number

[Empty grid for account number]

Branch Sort Code

[Empty grid for branch sort code]

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society  
Address  
Postcode

Instruction to your Bank/Building Society

Please pay Selby District 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 Selby District Council and, if so, details will be passed electronically to my Bank /Building Society.

Signature(s)

Date

Rent Account Ref No.

[Empty grid for rent account reference number]

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 amount to be paid or the payment dates change Selby District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Selby 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 also send a copy of your letter to the Council.
- ◆ If you receive a refund you are not entitled to you must pay it back when Selby District Council asks you to.