



South Bucks District Council

Please fill in the whole of this form including official use box using a ballpoint pen and send it to:

South Bucks District Council Capswood Oxford Road Denham, Bucks UB9 4LH

Name(s) of Account Holder(s)

Bank / Building Society account number

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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

Council Tax Account Reference Number **(must be quoted)**

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

Originator's Identification Number

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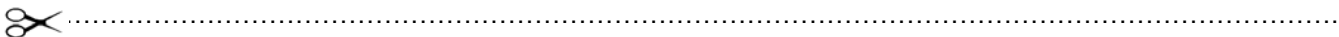
FOR SOUTH BUCKS DISTRICT COUNCIL USE ONLY. This is not part of the instruction to your Bank/Building Society.
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Instruction to your Bank or Building Society.

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

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 Bucks District Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by South Bucks 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 us.