



Please fill in the whole form and send it to: **Trafford Council, PO Box 542, Sale, M33 0GD**

Instructions to your bank or building society to pay by direct debit



Originator's identification number

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To: The Manager
bank/building society
Address:
Postcode

Instructions to your bank or building society

Please pay Trafford 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 Trafford Council and, if so, details will be passed electronically to my bank/building society.

Names of account holders

Signatures

Branch sort code

Bank or building society account number

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Date

Your billing number	
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Banks and building societies may not accept direct debit instructions for some types of account

You should cut off and keep this guarantee

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 Trafford Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Trafford 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 Trafford 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 Trafford 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.