



Instructions to your Bank or Building Society to pay Direct Debit

Originators Identification No.

9 5 4 3 7 3

Please fill in the whole form using a ballpoint pen, sign it, and send it to:

West Somerset Council
West Somerset House
Killick Way
Williton
Taunton
Somerset
TA4 4QA

Name(s) of account holder(s)

Empty box for account holder name

Bank/Building Society Sort Code (from top right hand corner of cheque)

Bank/Building Society Account Number

Name and full postal address of your Bank or Building Society branch

To: The Manager Bank/Building Society
Address
Postcode

NDR Reference No.

FOR WEST SOMERSET COUNCILS USE ONLY - Please write your name and address in this box. This is not part of the instruction to your Bank/Building Society
Name
Address
Please tick one of the boxes below to confirm the date on which you want your monthly payments collected
1st 8th 15th 23rd
If you do not indicate clearly which date you prefer, your payment will be collected on the 1st

Instruction to your Bank or Building Society
Please pay West Somerset 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 West Somerset 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 accept instructions to pay Direct Debits
* If there are any changes to the amount, date or frequency of your Direct Debit West Somerset Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
* If an error is made in the payment of your Direct Debit, by West Somerset 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 West Somerset 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.