

Swale House Frenchgate Richmond
North Yorkshire DL10 4JE
Tel: 01748 829100 Fax: 01748 822257

For Richmondshire District Council official use only
This is not part of the instruction to your Bank or Building Society

Enter your name and address:

This form must be returned 12 working days before the due installment date

I wish to pay (please tick appropriate box)

Annually Half Yearly Monthly Instalments
Mandate Processed (RDC)

Name of Account Holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your bank or Building Society

To The Manager Bank/Building Society

Address: _____

_____ Postcode _____



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

Originator's identification Number

9	9	0	8	6	0
---	---	---	---	---	---

RDC A/C Reference

--

Please fill in the whole form including official use box using a ball point pen and send it to:

Richmondshire District Council
Swale House
Frenchgate
Richmond
North Yorkshire
DL10 4JE

Instructions to your Bank or Building Society

Please pay Richmondshire District Council Direct Debits from the accounts detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Richmondshire 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.

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