



Instruction to your bank or building society to pay by Direct Debit

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

Richmondshire District Council
Mercury House
Station Road
Richmond
North Yorkshire
DL10 4JX

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	

Reference

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Service user number

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INFORMATION FOR RICHMONDshire DISTRICT COUNCIL
Whilst this is not part of the instructions to your bank/building society we would like you to add the following information to verify the address the mandate refers to:

Council Tax/NNDR Reference

Property Address

Correspondence Address

Email Address

Daytime Telephone No

Please tick to indicate your preferred payment date:

Monthly on:

1st

15th

Alternatively, you can ring the Council on 01748 829100 and we can take your details over the phone

Instruction to your bank or building society

Please pay Richmondshire 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 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

DD11

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 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.