



Forest Heath
District Council

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

Please fill in the whole form using a black ball point pen

Please send the completed form to:

**Forest Heath District Council
Accounts Receivable Department
West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU**



Originators Identification Number

9	7	3	1	8	2
---	---	---	---	---	---

Name of Account Holder(s)

Reference Number

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

Bank/Building Society Account Number

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

Branch Sort Code

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

Instruction to your Bank or Building Society

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

Name and full postal address
of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Post Code	

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