

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

**WEALDEN DISTRICT COUNCIL
COUNCIL OFFICES
VICARAGE LANE
HAILSHAM
EAST SUSSEX
BN27 2AX**

**Instruction to your
Bank or Building Society
to pay by Direct Debit.**

Service User Number (SUN)

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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	

Post Code	

Reference number (as shown on your bill)

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For Wealden District Council Official Use Only
This is not part of the Instruction to your Bank or Building Society.

Please tick below the day of the month for payment.

1 st

15 th

25 th

Instruction to your Bank or Building Society

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

Signature(s)

Name (Block capitals)

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 take part in the Direct Debit scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Wealden District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wealden District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to us.

PAY YOUR BILL BY

DIRECT DEBIT

A modern and simple way to pay

Direct Debiting is a simple, inexpensive and convenient way of paying all kinds of bills. The Council invites you to sign an instruction to your Bank/Building Society authorising them to pay various amounts from your account at our request. This means that there will be no need for us to trouble you to sign a fresh authority whenever the amount due on your bill/statement changes each year. No payments will be taken until you have been given at least 10 working days' notice of the amounts and due date. Please see the guarantees set out overleaf.

Other Benefits to You

No worries about remembering to pay at the right time

No need to write out and post cheques

No queuing at cash offices or at your bank/building society or the post office

Possible reduction in bank charges

Complete Control

You're always in control. You are free to cancel at any time and return to paying bills any other way you wish.

Guaranteed

And remember, your bank or building society will give you an immediate refund in case of an error.

What you have to do

Simply complete and sign the Instruction overleaf and return it as soon as possible to Wealden District Council, Council Offices, Hailsham BN27 2AX.