



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

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

Craven District Council
1 Belle Vue Square
Broughton Road
Skipton
North Yorkshire
BD23 1FJ

Name(s) 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

Reference *(11 digit number at the top right of your bill)*

Service user number

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For **Craven District Council** official use only
This is not part of the instruction to your bank or building society.

Preferred date of payment and number of instalments (please tick 1 box only)

- 1st of month (10 instalments)**
- 1st of month (12 instalments)**
- 20th of month (10 instalments)**
- 20th of month (12 instalments)**

Instruction to your Bank or Building Society

Please pay **Craven 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 **Craven 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

DDI 15/15

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

Direct Debit

The easier way to pay

- **Save money** – no stamps or travelling costs to get your payment to us
- **Save time** – no queuing or travelling to pay us
- **Save worry** – you know your payments will be received on time and you cannot forget to pay
- **Choice of Payment Dates** - We offer a choice of payment dates - 1st or 20th of the month
- **Choice of Instalments** - You can spread your payments over 10 or 12 instalments a year to suit your budget

You can cancel your payment at any time if you decide you want to stop paying by direct debit