

**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:

PO Box 26 Kings Lynn Norfolk PE30 1PX
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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	
Postcode	

Reference

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Service user number

6	4	8	4	9	9
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FOR BOROUGH COUNCIL OF KINGS LYNN & WEST NORFOLK OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Council Tax Address:

Telephone Number:

Email Address:

Preferred Collection Date
(please tick)

1st	5th	15th	25th

Preferred number of instalments
(please tick)

10	12

Instruction to your bank or building society

Please pay Borough Council of King's Lynn & West Norfolk 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 Borough Council of King's Lynn & West Norfolk and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 the Borough Council of King's Lynn & West Norfolk will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Borough Council of King's Lynn & West Norfolk 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 Borough Council of King's Lynn & West Norfolk 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 Borough Council of King's Lynn & West Norfolk 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.