Borough Council of King's Lynn & West Norfolk

Shout loud for Lynn

KING'S LYNN BID
Business Improvement District

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

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

Account Reference (7 digits)

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Service user number

4	4	6	8	4	4

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

Business Premises Address:

Telephone Number:

Email Address:

Collection Date 28th

Preferred number of instalments (please tick)

1 Annual	10 monthly

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

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

DIRECT Debit

- 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 10 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 the 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.