



Reference No.:

Issue Date:

Address of Property:

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

For Corby Borough Council – official use only

**MAKE IT HASSLE FREE USE D.D.**

Payment Date: I / we wish to pay monthly on:

1st  7th  16th  28th

10 monthly  12 monthly

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



Please fill in the whole form in **BLACK INK** and return to Corby Borough Council in the envelope provided  
**Name and full postal address of your Bank or Building Society**

To the Manager \_\_\_\_\_ Bank/Building Society

Address:

Post Code:

**Originator's Identification No.:**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 8 | 7 | 5 | 5 | 9 |
|---|---|---|---|---|---|

Reference No.:

Bank/Building Society account number:

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Branch Sort Code:

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Bank & Building Societies may not accept Direct Debit instructions for some types of account

Name(s) of Account Holder(s)

**Instruction to Bank or Building Society**

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_