

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

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

**Revenues and Benefits
Newcastle City Council
Civic Centre
Newcastle upon Tyne
NE1 8QH**

Service User Number

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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	

Invoice Number

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For Newcastle City Council official use only
This is not part of the instruction to your
Bank or Building Society.

Your Name _____

Your Address _____

I wish to pay on (tick preferred date) **1st** **11th** **21st**

Instruction to your Bank or Building Society.

Please pay Newcastle City 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 Newcastle City Council and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)
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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Newcastle City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newcastle City 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 Newcastle City 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 Newcastle City 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.