

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

*This guarantee should be detached and retained by the Payer.*



Please advise the date on which the payments are to be made, then complete the instruction below

- Monthly on the 1<sup>st</sup> of each month
- Monthly on the 15<sup>th</sup> of each month

**Tendring**  
District Council



Please fill in this form and send it to:

Tendring District Council  
88-90 Pier Avenue  
Clacton on Sea  
Essex CO15 1TN

### Instruction to your Bank or Building Society to pay Direct Debits

1. Name and full postal address of your Bank or Building Society Branch

To: The Manager \_\_\_\_\_  
 \_\_\_\_\_ Bank or Building Society  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

5. Originators Identification Number:

**6 2 4 4 7 7**

6. Your NNDR Account Number:

\_\_\_\_\_

(can be found on the bottom left-hand corner of your bill)

**7. Instruction to your Bank or Building Society.**

Please pay Tendring District Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Tendring District Council and if so, details will be passed electronically to my Bank/Building Society.

Signature(s): \_\_\_\_\_

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

2. Name of Account Holder(s):

\_\_\_\_\_

3. Branch Sort Code:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

(can be found on the top right-hand corner of your cheque)

4. Bank/Building Society Account No.:

\_\_\_\_\_

**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.**