

# Instruction to your bank or building society to pay Direct Debit



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

Financial Services Kings Court, Chapel Street, King's Lynn Norfolk PE30 1EX
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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 & 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	7	3	0
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FOR BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please enter below your current address

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Preferred Instalment Date for Sundry Income:

1st  20th

## Instruction to your Bank or Building Society

Please pay the 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 the Borough Council of King's Lynn and West Norfolk and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date



Bank and Building Societies may not accept Direct Debit Instructions for some type of accounts.

### This guarantee should be detached and retained by the payer

- 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 Kings Lynn & West Norfolk will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Borough Council of Kings 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 the Borough of Kings 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 Kings Lynn and 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.

