



Blaby District Council  
 Council Offices  
 Desford Road  
 Narborough  
 Leicester  
 LE19 2EP  
 0116 275 0555

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



Originator's Identification Number

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Blaby District Council - Council Tax Ref. Number

Please complete the shaded areas of this form using a ball-point pen and return it to the Council Offices.

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

Bank/Building Society

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FOR BLABY DISTRICT COUNCIL'S OFFICIAL USE ONLY  
 This is not part of the Instruction to your bank or building society

There are 3 different payment dates available for Direct Debit. Please circle your preferred payment date, otherwise the 1<sup>st</sup> of the month will be used:

1<sup>st</sup>      15<sup>th</sup>      28<sup>th</sup>

Please tick the box if you would like 12 monthly instalments rather than 10

**Instructions to your Bank or Building Society**

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

Signature(s)

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**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 take part in the Direct Debit scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Blaby District Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Blaby District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.