

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

Please fill in the whole form including the official use box using a black pen and send it to:-

Originators identification number

9	7	2	9	9	2
---	---	---	---	---	---

For Wakefield Metropolitan District Council Official use only.
This is not part of the instruction to your bank or Building Society.

Name

Property Address

.....

.....

.....

.....

Business Rate Reference number from your demand note

										8/			/			/	
--	--	--	--	--	--	--	--	--	--	----	--	--	---	--	--	---	--

Tick your preferred payment date:

1st 14th 25th

Please pay Wakefield Metropolitan District 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 Wakefield Metropolitan District Council and if so details will be passed electronically to my Bank/Building Society.

Signature(s)

.....

Date

Wakefield Metropolitan District Council
Business Rates Service, Wakefield Council
Wakefield One, PO Box 700
Burton Street, Wakefield
WF1 2EB

Name(s) of account holder(s)

.....

Bank/Building Society Account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--	--	--

Name and full postal address of your bank or building society

The Manager	Bank/Building Society
Address	
.....	
Postcode	

Mandate reference number (Council to insert)

M							
----------	--	--	--	--	--	--	--



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 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 Wakefield Metropolitan District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wakefield Metropolitan 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 also send a copy of your letter to us.