



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



Please fill in the whole form using a ball point pen
and send it to:

Revenues Services
PO Box 70
Ryedale House
Malton
YO17 7ZN

Name(s) of Account Holder(s):

Bank/Building Society Account Number:

_____|_____|_____|_____|_____|_____|_____|_____|

Branch Sort Code:

_____|_____|_____|_____|_____|_____|

Council Tax/Business Rate Account Reference Number:
(9 digits for Council Tax, 8 digits for Business Rates)

_____|_____|_____|_____|_____|_____|_____|_____|

Originator's Identification Number:

9 9 1 4 7 5

Please indicate the frequency of payments that you prefer:

- 1 Payment (April)
- 2 instalments (April & September)
- 4 instalments (April, June, September & November)
- Monthly instalments (Statutory Instalment Scheme)

Please indicate the preferred day in the month on which payments will be requested:

- 1st day of the month
- 15th day of the month

Instruction to your Bank or Building Society:

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

Signature(s):

Date:

Banks & 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, Ryedale District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ryedale 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 Ryedale 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 Ryedale 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.