

Originator's Identification Number

9 5 8 6 6 4

Reference Number

Instruction to your Bank or Building Society to Pay Direct Debit

Please fill in the whole of the form and send it to:
FREEPOST (MID 24367), Local Taxation
Section, Staffordshire Moorlands District
Council, Moorlands House, Stockwell Street,
Leek, Staffordshire, ST13 6BR.

Name and full postal address of your Bank or Building Society

To: The Manager
Bank or Building Society _____
Address _____
_____ Postcode _____

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Instruction to your Bank or Building Society

Please pay Staffordshire Moorlands 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 Staffordshire Moorlands District Council and, if so details will be passed electronically to my Bank/Building Society.

Signature(s) _____

Date _____

For SMDC official use only.

Please tick your preferred payment date

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

12 month
 10 month

10 month

10 month

Please state your address _____

Postcode _____

Please note: the monthly Direct Debit scheme runs from April to January for the 10 monthly plan and from April to March for the 12 monthly plan.

Alternatively you can telephone us on 0345 605 3011 to set up or amend your instruction without the need to fill in forms.

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

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

