



# INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in this instruction, sign, and return it to:  
**Uttlesford District Council, Council Offices,**  
**London Road, Saffron Walden, Essex CB11 4ER**

Originator's Identification Number

9	9	0	8	0	8
---	---	---	---	---	---

Reference (If known)

## Name and full postal address of your Bank or Building Society Branch

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society  
Please pay Uttlesford District Council 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 Uttlesford District Council and, if so, details will be passed electronically to my Bank/Building Society.

## Name(s) of account holder(s)

Signature(s)
Date

## Branch sort code

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

## Bank or Building Society account number

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

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



**This is not part of the Instruction to your Bank or Building Society and must be detached by Uttlesford District Council before submission to the paying branch**

Please state your property address
Postcode

1 <sup>st</sup>		8 <sup>th</sup>		15 <sup>th</sup>		23 <sup>rd</sup>	
-----------------	--	-----------------	--	------------------	--	------------------	--

**Council Tax, Business Rates and Housing Rents:**  
Choose the payment date that suits you best



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, Uttlesford District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Uttlesford 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.