



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

To: The Manager Bank/Building Society

Address: _____

Post Code: _____

Originator's Identification Number

9	1	3	9	2	6
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Signature(s) _____

Date _____

Name(s) of Account Holder(s)

Business Rates Account Reference (as shown on front of bill)

Branch Sort Code

Property _____

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Address _____

Bank/Building Society account

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Banks and Building Societies may not accept Direct Debit instructions from some types of account

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This Guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- The 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 Preston City Council will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Preston City 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 Preston City Council or your bank or building society, you are entitled to a full and immediate refund of the amount from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Preston City 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 Preston City Council.

